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ABSTRACT

Due to concerns that its policy on class repetition was not promoting student success, California's College of the Canyons (CoC) undertook a project to analyze student course-taking patterns and make recommendations to modify the policy. Existing college policy did not follow Section 58161 of the State Educational Code that allows colleges to claim students only twice (i.e., the first time in the class and one repeat) for state apportionment. Data on CoC students who repeated classes in spring 1995 indicated that 90% of a random sample needed only one repetition to remove an unsatisfactory grade and that the average number of repetitions was 1.2. Therefore, revising the college policy to limit the number of repetitions to two should be sufficient to allow for student success. In addition, the following should be considered: (1) a petition process for course repetition should be developed in conjunction with the Academic Senate; (2) a grace period should be established before any change to adequately notify students; and (3) if a limitation is imposed, it should be done through a computer block at the point of registration. Appendixes provide the college's repetition policy, Section 58161 of the State Code, sample repetition policies from eight area colleges, a position paper on changing the college's repetition policy, minutes and memorandums from related meetings, and sample transcripts for repeating students. (HAA)

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ED 401 971

# Matriculation Research Report: Course Repetition Data & Analysis

by

Joe Gerda
June 1995

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During Spring 1995, the Dean of Student Services, the Academic Senate and College Council began a dialogue on a course repetition policy. This project was undertaken with the goal of providing additional information and analysis to this ongoing discussion.

College staff are concerned that our current policy is not promoting student success, and is also preventing prepared students from entering impacted classes. Additionally, our computer services department must, each semester, remove students from apportionment reports if students are not explicitly allowed to repeat a course. This analysis will first discuss revised Educational Code Section 58161 -- the policy of course repetition due to an unsatisfactory grade. Second, the issue of course repetition and W's will be investigated. Third, a brief comment will be made regarding repeatable classes.

## Course Repetition For Academic Renewal

The current College policy for course repetition for unsatisfactory grades is:

> "Courses may be repeated for purposes of academic renewal or improvement without regard to where or when the course was originally completed if the grade of record is D, F, INC or NC (no credit). " (See Appendix 1)

It is important to note that Education Code Section 58161 was revised in June 1994 to include the following statement "The attendance of students repeating a course as authorized by this subsections may be claimed only once for state apportionment." (See Appendix 2) There are several interpretations for this phrase. Under the most beneficial interpretation, the College should not claim money for those students who enroll for a third time in a course for which they have two unsatisfactory grades.

**Recommendation 1:** *The Dean of Student Services update the College catalog and other relevant publications to reflect the revised Education Code Section 58161.*

This has led Glendale College, Cabrillo College, any several other colleges (See Appendix 3) to limit enrollment for students with two unsatisfactory grades to those who meet one of the exceptions listed in Section 58161. If we decided to follow the lead of other colleges, initially it would affect approximately 180 students of our approximately 6000 students(of which 65 would have been affected by a "three enrollment policy").

**Recommendation 2:** *The College develops a policy that prevent students from enrolling in classes that they have been awarded two unsatisfactory grades (D,F,or NC), unless they meet one of the exemptions in Title 5 .*

## Course Repetitions-- Withdrawals & Unsatisfactory Grades

Currently the College has no limit how on many times a student may repeat a class to alleviate substandard work or due to withdrawals. The first section of this report deals with a student who receives two unsatisfactory grades. However, it does not address the problem of repeated course withdrawals combined with unsatisfactory grades. In considering the option of limiting students to one, two or three repetitions of a course to remove an unsatisfactory grade or due to a W, the following data was gathered.

Upon reviewing the history of course grades for the approximately 1750 students enrolled in math classes for Spring 1995, a disturbing pattern emerges for forty students (2.3%). (See Appendix 4 for a sample). These students have many course repetitions with out success (including a student who received only one passing grade in sixteen attempts). Of these forty students, I examined twenty transcripts and observed the following;

# Table 1

## Students Enrolled In The Same Mathematics Course For At Least Fourth Time, Spring 1995

| Student # | Number of F & NC* | W | Semesters |
|---|---|---|---|
| Student 1 | 10 | 10 | 9 |
| Student 2 | 10 | 15 | 8 |
| Student 3 | 4 | 6 | 7 |
| Student 4 | 6 | 8 | 6 |
| Student 5 | 6 | 34 | 10 |
| Student 6 | 1 | 10 | 9 |
| Student 7 | 11 | 8 | 10 |
| Student 8 | 5 | 16 | 10 |
| Student 9 | 3 | 11 | 8 |
| Student 10 | 0 | 11 | 5 |
| Student 11 | 9 | 14 | 9 |
| Student 12 | 6 | 12 | 8 |
| Student 13 | 8 | 14 | 8 |
| Student 14 | 6 | 10 | 9 |
| Student 15 | 5 | 2 | 3 |
| Student 16 | 8 | 5 | 6 |
| Student 17 | 4 | 12 | 7 |
| Student 18 | 13 | 3 | 4 |
| Student 19 | 2 | 3 | 3 |
| Student 20 | 0 | 8 | 8 |
| **Totals** | **195** | **212** | **147** |
| Average per student per semester | 1.3 | 1.5 | |

These data (and transcripts) indicate that students doing poorly in math are also doing poorly in other areas as well. These students are "at risk" and probably need comprehensive guidance from more than an academic instructor.

* The number of Fails and Withdrawals is for all academic course work.

At the end of Spring 1995, 45 students petitioned to have an unsatisfactory grade removed from their transcript based on successfully completing the course(s). The following data is based on twenty five randomly chosen students who successfully repeated a course for a higher grade.

## Table 2

## Students Who Successfully Repeated A Course To Remove An Unsatisfactory Grade During Spring 1995

| Student # | F & NC | W | Number of Semesters | Repetitions It Took |
|---|---|---|---|---|
| Student 1 | 3 | 22 | 9 | 1,1,1 |
| Student 2 | 1 | 8 | 6 | 1 |
| Student 3 | 1 | 19 | 9 | 2 |
| Student 4 | 1 | 10 | 12 | 1 |
| Student 5 | 1 | 1 | 2 | 1 |
| Student 6 | 3 | 4 | 4 | 1,1,1 |
| Student 7 | 4 | 0 | 4 | 1,1,1,2 |
| Student 8 | 1 | 1 | 6 | 1 |
| Student 9 | 1 | 4 | 6 | 1 |
| Student 10 | 1 | 3 | 6 | 1 |
| Student 11 | 9 | 11 | 11 | 1,3,3 |
| Student 12 | 3 | 2 | 6 | 1,1,2 |
| Student 13 | 1 | 2 | 4 | 1 |
| Student 14 | 2 | 5 | 5 | 1,1 |
| Student 15 | 1 | 1 | 5 | 1 |
| Student 16 | 1 | 4 | 5 | 1 |
| Student 17 | 1 | 3 | 4 | 1 |
| Student 18 | 1 | 3 | 7 | 1 |
| Student 19 | 5 | 2 | 4 | 1 |
| Student 20 | 4 | 0 | 6 | 1,1,1,1 |
| Student 21 | 1 | 2 | 6 | 1 |
| Student 22 | 2 | 0 | 3 | 1 |
| Student 23 | 2 | 1 | 5 | 1,2 |
| Student 24 | 2 | 6 | 6 | 2 |
| Student 25 | 5 | 3 | 6 | 1,1,1,1 |
| Totals | 57 | 118 | 147 | 54 |
| Average per student per semester | .4 | .8 | 1.2 | 1.2 repetitions |

It is clear from Table 2 that it takes most student one repetition to remove an unsatisfactory grade (43 of 45 or 96%). It appears that allowing a student three attempts (two repeats) at a course should be sufficient to allow for success.

I reviewed the other 20 individuals who successfully repeated a class, and two of them are of interest. One student completed Speech 105 on her fifth attempt. The other student was successful on her fourth attempt at Differential Equations (it took her four attempts to pass Calculus 3 and six attempts to pass Calculus 2).

**Discussion of Findings**

The College is in the process of reviewing the course repetition--academic renewal policy. It is clear to the author that our current policy needs some refinement. Consider the following:

- we are not in compliance with Section 58131 of the California Education Code;
- of forty math students who were repeating the class for the fifth time, only one was successful;
- of the forty-five students who successfully repeated a class, only two had enrolled for the fifth time and the average number of repetitions was 1.2.

With this information , the following should be considered:

1) a petition process be developed in conjunction with the Academic Senate. Several faculty members have suggested that this process require their input and possibly requiring the student sign a contract (requiring lab time, special attendance, study skills, limit on units taken and outside work, etc.-- assurance that the student is serious and has realistic expectations). This contract might be highly advisable for students on academic probation, if not for all students wishing to enroll in a class for the third or fourth time.

2) how many students will be affected? If we allow only one repetition (including "W"s, the petition process has the potential to overwhelm the new telephone registration process. Allowing three attempts (two repeats) would impact approximately 80 students per semester (without intervention, we would expect about 10-20 to be successful). Allowing

four attempts (three repeats) would affect approximately 40 students per semester (without intervention, we would expect only a couple to be successful);

3) there be a "grace period" so that student can be adequately notified through the Canyon Call, instructor disseminated information (perhaps attached to course syllabi), and the new policy will be in 1996-97 catalog. It will also allow us to avoid adding confusion with the start-up of telephone registration. Recommended earliest implementation: Fall 1996 or Spring 1997.

4) if a limitation is imposed, it be done through a computer block at the point of registration. The mechanics of enrolling and allowing the students "x number of days to be approved" will need to worked out.

Ideally, the process should be diagnostic, educational, enforceable, and not overly burdensome to the students or the College staff.

**Recommendation 3**: *Dean of Student Services and the Academic Senate recommend a course repetition policy to the Board of Trustees in the Fall 1995 semester for implementation during the 1996-97 academic calendar.*

## Course Repetition For Courses That Are Repeatable

There seems to be some confusion about which courses are repeatable (up to a maximum three times) and which are only to be taken for credit once. Currently the Director of Computer Services has to remove any suspected cases from apportionment reports.

**Recommendation 4**: *The Instruction Office and the Director of Computer Services identify which courses are repeatable and ensure the correct information is available in the Catalog and in the College's MIS.*

**APPENDIX**

COC Policy
Section 58161 -- Education Code, Revised June 1994
Sample of Other Colleges' Policy
Sample of History of Math Grades
Transcripts --Unsuccessful Students-- four
-- Successful Students-- forty
Dean Hisayasu Draft Document
College Council Minutes
Memos From Ken Stevens

**Data Not In Appendix**

History of Math grades For Students Enrolled in Math for Spring 1995

COC 1994-95 COC POLICY



## ACADEMIC RENEWAL

**Course Repetition**

1. Courses may be repeated for purposes of academic renewal or improvement without regard to where or when the course was originally completed if the grade of record is D, F, INC or NC (no credit). When courses are repeated successfully, as outlined above, the higher grade will be used in computation of the grade point average. Credit will not be duplicated in cases of repetition of courses where credit has already been earned or where credit has been allowed for a higher level course. A student having earned a grade of A, B, C or CR (credit) in a course will not receive additional credit or grade points upon repeating a course.

2. Courses may be repeated when the College finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student.

3. Courses may be repeated when the College has determined that there has been a significant lapse of time since the student previously took the course.

4. Generally, other than as outlined above, courses may not be repeated unless expressly authorized in the catalog and only if the students are gaining an expanded educational experience for one of the following reasons:

   a. Skills or proficiencies are enhanced by supervised repetition and practice within class periods.

   b. Active participatory experience in individual study or group assignments is the basic means by which learning objectives are attained.

Individual course descriptions should be referred to for information on the repeatability of a specific course.

**Academic Renewal Without Course Repetition**

In certain cases and within the guidelines outlined below students may petition for alleviation of previously recorded substandard academic performance, which is not reflective of a student's demonstrated ability.

A student's recently demonstrated performance may be quite satisfactory, but his/her cumulative grade point average may be greatly affected by poor grades earned during an earlier period when undefined educational or career goals as well as personal difficulties inhibited demonstration of his/her academic potential. In these cases, current "satisfactory' performance may not be sufficient to ensure "normal" advancement to current educational goals. A and B grades must therefore be earned to offset D's and F's earned in an earlier period of time. Frequently, such a student must take excess units simply to raise the grade point average to meet the minimum standard.

In many cases, course repetition is not always appropriate especially when academic and career goals have changed since the original poor performance occurred. In other cases course requirements may have been updated since the substandard work occurred making repetition inappropriate.

College of the Canyons acknowledges these difficulties and has adopted the following guidelines for petition of alleviation of previously substandard course work.

1. Up to two semesters (three quarters) of previous course work taken at any college may be disregarded from all considerations associated with grade point averages and associate degree requirements.

2. Five years must have elapsed since the most recent work to be disregarded was completed.

3. A minimum of 12 semester units has been completed at College of the Canyons with no grades below C.

4. Subject credit will be allowed for work completed satisfactorily during disregarded terms.

5. The permanent academic record shall be annotated in such a manner that units attempted, units earned and grades received will be disregarded but that all work remains legible, ensuring a true and complete academic history.

Course Repetition forms and Academic Renewal Petitions are available in the Admissions and Records Office.

SECTION 58161



History

1. Adoption of section submitted to OAL for printing only pursuant to Government Code section 11343.8 (Register 91, No. 23).

### § 58142. Required Time for Maintaining Colleges During Preceding Fiscal Year; Withholding of Apportionment upon Failure to Comply.

(a) No community college district, other than one newly formed, shall, except as otherwise provided in this article, receive its full apportionment from the State School Fund unless it has maintained the colleges of the district for at least 175 days during the next preceding fiscal year.

(b) For the purposes of this article, the Board of Governors shall establish standards to determine whether the districts maintained the colleges of the district for at least 175 days during the next preceding fiscal year.

(c) If a community college district fails to maintain its colleges for the required 175 days, the Board of Governors shall withhold from that district's apportionment the product of 0.01143 times the district's apportionment for each additional day the district would have had to maintain its colleges in order to meet the requirement prescribed by this section. This subdivision shall apply retroactively to fiscal year 1975–76 and each fiscal year thereafter.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

History

1. Adoption of section submitted to OAL for printing only pursuant to Government Code section 11343.8 (Register 91, No. 23).

### § 58144. Newly Formed District.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

History

1. Adoption of section submitted to OAL for printing only pursuant to Government Code section 11343.8 (Register 91, No. 23).
2. Repealer filed 5–15–93; operative 6–4–93 (Register 93, No. 25).

### § 58146. District Unable to Maintain School for Prescribed Time; Full-Time Equivalent Student Materially Decreased.

(a) A district which is prevented from maintaining its schools during a fiscal year for at least 175 days because of fire, flood, or epidemic, or because of any order of any military officer of the United States or of the state to meet an emergency created by war, or of any civil officer of the United States, of the state, or of any county, city and county, or city authorized to issue such order to meet an emergency created by war, or because of other extraordinary conditions, or because of the inability to secure or to hold an instructor, or because of the illness of the instructor, which fact shall be shown to the satisfaction of the Board of Governors by the affidavits of the members of the governing board of the district, shall receive the same apportionment from the State School Fund as it would have received had it not been so prevented from maintaining school for at least 175 days.

(b) Where a community college in a district maintaining more than one community college is closed for a part of a term by order of a city or county board of health or of the State Board of Health, or because of fire, flood, impassable roads, epidemic, or other emergency, or by an order provided for in (a), the full-time equivalent student of the community college shall be estimated separately, as provided in (c), and added to the full-time equivalent student of the other community colleges of the district.

(c) Whenever the full-time equivalent student of any district during any fiscal year has been materially decreased during any fiscal year because of:

(1) fire,

(2) flood,

(3) impassable roads,

(4) an epidemic,

(5) the imminence of a major safety hazard as determined by the local law enforcement agency,

(6) a strike involving transportation services to students provided by a nonschool entity, or

(7) an order provided for in (a), such fact shall be established to the satisfaction of the Board of Governors by affidavits of the members of the governing board of the district. The funding workload measures of the district for the fiscal year shall be estimated by the Board of Governors in such manner as to credit to the district from the State School Fund approximately the total which would have been credited to the district had the emergency not occurred or had the order not been issued. The provisions of this Section shall apply to any funding workload measure which occurs during any part of a fiscal year.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

History

1. Adoption of section submitted to OAL for printing only pursuant to Government Code section 11343.8 (Register 91, No. 23).
2. Editorial correction of printing error in subsection (c) (Register 91, No. 43).
3. Amendment of subsections (a), (c), and (c)(7) filed 10–25–91; operative 11–24–91 (Register 92, No. 9).
4. Amendment of section heading and text filed 9–6–94; operative 10–6–94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

### § 58148. Lost or Destroyed Records.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

History

1. Adoption of section submitted to OAL for printing only pursuant to Government Code section 11343.8 (Register 91, No. 23).
2. Repealer filed 10–25–91; operative 11–24–91 (Register 92, No. 9).

### § 58160. Noncredit Course Funding.

(a) Only those noncredit courses which are eligible for funding pursuant to Section 84711 of the Education Code may be claimed for purposes of state apportionments.

(b) The provisions of Education Code Sections 8538 and 84500, and sections 58051, 58051.5 and 58130 of this chapter also apply in determining whether a noncredit course is eligible for funding.

Note: Authority cited: Sections 66700, 70901 and 78401, Education Code. Reference: Sections 8538, 70901, 84500 and 84711, Education Code.

History

1. Amendment of subsection (a) filed 3–7–85; effective thirtieth day thereafter (Register 85, No. 10).
2. Amendment of subsection (b) and Note filed 5–15–93; operative 6–4–93 (Register 93, No. 25).

### § 58161. State Apportionment for Course Repetition.

(a) Except as specifically authorized by statute or by this section, no state apportionment shall be allowed for the attendance of a student in a course in which the student has previously received a grade from the district.

(b) State apportionment may be claimed for the attendance of a student in a course in which the student has received a grade only if:

(1) The student is repeating the course to alleviate substandard work which has been recorded on the student's record. The term "substandard" shall be defined as course work for which the grading symbol "D," "F," or "N/C" has been recorded; or

(2) The district finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student; or

(3) The district has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course.

The attendance of students repeating a course as authorized by this subsection may be claimed only once for state apportionment.

(c) State apportionment for repetition of courses not expressly authorized by this section may be claimed upon approval of the Chancellor in accordance with the following procedure:

(1) The district must identify the courses which are to be repeatable, and designate such courses in its catalog.

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(2) The district must determine and certify that each identified course is one in which the course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the two of the following reasons:

(A) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or

(B) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

(3) The district must develop and implement a mechanism for the proper monitoring of such repetition.

The attendance of students repeating a course pursuant to this subsection, when approved by the Chancellor, may be claimed for state apportionment for not more than three semesters or five quarters.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 8–25–83; effective thirtieth day thereafter (Register 83, No. 35).
2. Amendment of subsections (b)(2), (c)(1)–(2) and NOTE filed 5–15–93; operative 6–4–93 (Register 93, No. 25).

### § 58162. Intercollegiate Athletics.

(a) State apportionment may be claimed for the attendance of students enrolled in approved courses of intercollegiate athletics otherwise eligible for state assistance.

(b) State apportionment for students in courses of intercollegiate athletics shall not be claimed for more than 175 hours of attendance for each enrolled student in each fiscal year for each sport in which the student participates.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. Amendment of NOTE filed 5–15–93; operative 6–4–93 (Register 93, No. 25).

### § 58164. Open Entry/Open Exit Courses.

(a) The term "open entry/open exit courses" refers to courses in which students may enroll at various times, which students may complete at various times or at varying paces, and for which students may receive varying credit. Open entry/open exit courses may be conducted with or without regularly scheduled hours.

(b) Full–time equivalent student of students enrolled in open entry/open exit courses shall be computed pursuant to the provisions of Subsection (e) of Section 58003.1.

(c) State apportionment for the attendance of students in open entry/open exit courses shall not be claimed for more than two times the class hours normally required to complete the course as determined by the district governing board.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. Amendment of subsection (b) and NOTE filed 5–15–93; operative 6–4–93 (Register 93, No. 25).
2. Amendment of subsection (b) filed 9–6–94; operative 10–6–94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

### § 58166. Field Trips.

(a) State apportionment may be claimed for the attendance of students in courses which include a field trip or excursion pursuant to section 55450.

(b) State apportionment for the attendance of students in courses which include a field trip or excursion shall not be claimed for more than forty–eight hours per unit of credit earned. No more attendance may be claimed for a field trip or excursion than if the class were held on campus.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. Amendment of subsection (a) and NOTE filed 5–15–93; operative 6–4–93 (Register 93, No. 25).

### § 58168. Tutoring.

Tutoring, when provided by the college, shall be considered a method of instruction that involves a student tutor who has been successful in a particular subject or discipline, or who has demonstrated a particular skill, and who has received specific training in tutoring methods and who assists one or more students in need of special supplemental instruction in the subject or skill. Student attendance in tutoring is eligible for apportionment only in a noncredit course offered under the provisions of Education Code section 84711(a)(2).

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 12–17–84; effective thirtieth day thereafter (Register 84, No. 51).
2. Amendment of section and NOTE filed 5–15–93; operative 6–4–93 (Register 93, No. 25).

### § 58170. Apportionment for Tutoring.

Apportionment may be claimed for individual student tutoring only if all the following conditions are met:

(a) The individual student tutoring is conducted in a designated learning center.

(b) The designated learning center is supervised by a person who meets the minimum qualifications prescribed by Section 53415.

(c) All tutors successfully complete a course in tutoring methods and the use of appropriate written and mediated instructional materials and which includes supervised practice tutoring. This requirement may be waived by the chief instructional or student services officer on the basis of advanced degrees or equivalent training. All tutors shall be approved by a faculty member from the discipline or disciplines in which the student will tutor.

(d) All students receiving individual tutoring are enrolled in a noncredit course carrying Taxonomy of Programs number 4930.09, which is entitled "Supervised Tutoring."

(e) Students are assigned to the Supervised Tutoring course by a counselor or an instructor on the basis of an identified learning need.

(f) An attendance accounting method is established which accurately and rigorously monitors positive attendance.

(g) Student tutors may be remunerated but may not be granted academic credit for tutoring beyond that stipulated in (c) above.

(h) The district shall not claim state apportionment for tutoring services for which it is being paid from state categorical funds.

NOTE: Authority cited: Sections 70901 and 84500, Education Code. Reference: Sections 70901, 84500 and 87356, Education Code.

HISTORY

1. New section filed 12–17–84; effective thirtieth day thereafter (Register 84, No. 51).
2. Amendment filed 3–7–85; effective thirtieth day thereafter (Register 85, No. 10).
3. Amendment of subsections (b), (e) and NOTE filed 5–15–93; operative 6–4–93 (Register 93, No. 25).
4. Amendment of subsections (b), (c), (e) and NOTE filed 10–5–93; operative 11–4–93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

### § 58172. Learning Assistance.

Attendance for supplemental learning assistance when offered as part of a course shall be reported for state apportionment only when such activity is required of all students and is offered during scheduled course hours; or when offered in a related laboratory course which is required of all students and which meets standards for apportionment.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 12–17–84 effective thirtieth day thereafter (Register 84, No. 51).

CABRILLO SAMPLE POLICIES 94/95

8. Six units of elective credit will be granted to any student who establishes that he/she has completed at least one year of active duty in the armed services or the Peace Corps.
9. Up to ten units per subject area will be granted to students who earn scores of 3, 4, or 5 on Advanced Placement examinations given by the College Entrance Examination Board.

## REPETITION OF COURSES

Except for the following specified cases, repetition of courses at Cabrillo College will not be allowed. One of the following conditions must be present for the repetition to be allowed.

1. A student may repeat a course in which a substandard grade was received. Substandard grade is defined as D, F, or NC. The grade and credits earned in the second enrollment shall be used exclusively in determining the grade points earned for that particular course.
2. A student may repeat a course if:
   a) Under special circumstances or if a significant lapse of time has passed since a course was completed, a student may request to repeat a course for which a satisfactory grade has been recorded (A, B, C, Cr). This repetition will be permitted with written permission of the Superintendent/President or his or her designee. Grades awarded for courses under these circumstances shall not be counted in calculating a student's grade point average. A course may be repeated only once.
   b) There has been a significant lapse of time since the beginning of the last semester of enrollment in the course.

Grades awarded for courses repeated under the above circumstances shall be entered on the student's record and the previous grades and units will be disregarded in the computation of grade point averages. A course may be repeated only once.

3. In special circumstances a student may request to repeat a course for which a satisfactory grade has been recorded. This repetition will be permitted with written permission of the Superintendent/President or her/his designee. Grades awarded for courses repeated under these conditions shall not be counted in calculating a student's grade point average. A course may be repeated only once.
4. The college shall identify courses in the catalog that are repeatable up to a maximum of three times beyond the first enrollment on the basis that the course content differs each time it is offered, and that the student who repeats it is gaining a expanded educational experience for one of the following reasons:
   a) Active participatory experience in individual or group assignments is the basic means by which learning objectives are obtained.
   b) Skills or proficiencies are enhanced by supervised repetition and practice within class periods.
5. Course repetition limitations are applied per course in visual and performing arts disciplines if the course is in the transfer curriculum. For all other activity courses, the repetition limitation applies to the subject matter.
6. Repetition is permitted to meet the requirements of Section 504 of the 1973 Rehabilitation Act, 29, U.S.C. Section 794.
7. In determining transfer of student credits, course repetition policies implemented by other accredited colleges will be honored.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. Additionally, courses may be repeated for credit after a student has received a grade of "C" or better if one of the following conditions occurs:

1. A significant lapse of time (two or more years) has occurred from the beginning of the last semester of enrollment in the course or from the beginning of the last semester of enrollment in the last course taken in a repeatable series. Repetition shall be permitted only upon petition of the student and with written permission of the district superintendent or authorized representative. Any such additional repetition can occur only once per course.
2. The course is required for recertification or relicensing every two to four years as determined by an outside agency.

**Credit for Courses Taken Previously**

No student shall be allowed to earn unit and grade credit for a course in which he/she has previously earned academic credit (in an accredited high school, college, or university) unless the course is considered repeatable at Cabrillo College.

- Current educational objectives must be discussed with a counselor, whose recommendation must be included on the petition.

- Under no circumstances may course work be discounted if it has been granted to fulfill degree requirements.

- All grades will be recorded on the student's permanent record and transcripts. Specific grades that have been discounted from the grade point average will, however, be noted on the transcript.

## ATTENDANCE

The college assumes that students will attend every session of a class for which they are registered. If, however, attendance is irregular, students may be dropped from a particular class. It is nevertheless the responsibility of the students, and not the instructors, to process a class drop card with the Admissions Office. Excessive absence is defined as the number of unexcused absences that equal the weekly number of class meetings. For attendance purposes, the college regards a laboratory session as the equivalent of one class meeting.

Students may appeal for reinstatement in a class from which they have been excluded because of excessive absences, by contacting their counselor.

Veterans who drop below the number of units required by the Veterans Administration for any reason during a semester, including being dropped from a class for excessive absences, will lose part of their government assistance allowances.

## NO SHOW

Students who are not present at the first class meeting and are not in attendance at the beginning of the second class meeting, may be dropped by the instructor as a "No Show".

## WITHDRAWAL FROM CLASS (DROPS)

See "Grades of W" on page 27.

## AUDITING COURSES

Students may not enroll in Cosumnes River College for the purpose of auditing classes.

## CATALOG RIGHTS

Students who maintain continuous enrollment in at least one regular semester of a calendar year (Fall or Spring) at Cosumnes River College or the equivalent at any other college or university, for the purpose of meeting Associate Degree or Certificate requirements, may elect to meet the requirements in the CRC catalog in effect at the time of first enrollment or at the time of graduation from CRC.

Students who maintain continuous enrollment in at least one regular semester at Cosumnes River College or another California Community College or a California State University, for the purpose of meeting transfer general education/breadth requirements, may elect to meet the requirements in the CRC catalog in effect at the time of first enrollment or at the time of transfer to a California State University.

## CAMPUS TRAFFIC REGULATIONS

The college has posted both maximum speed limits and designated parking areas. It is the responsibility of all students, staff and visitors to observe and honor these traffic regulations. Violators will be cited.

## CHANGE OF ADDRESS

Students must report a change of address immediately to the college Admissions Office. The college cannot be responsible for mail sent to the wrong address.

## COURSE REPETITION

Generally each course may be taken only once. There are four exceptions:

- A student may repeat a course in which a substandard grade was received. Substandard grade is defined as "D", "F", or "NC." The grade and credits earned in the second enrollment shall be used exclusively in determining the grade points earned for that particular course.

- The college finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student's control. Grades awarded for courses repeated under this circumstance shall not be counted when calculating a student's grade point average.

- The college recommends that a student repeat a course because there has been a significant lapse of time since the student previously took the course. Grades awarded for courses repeated under this circumstance shall not be counted when calculating a student's grade point average.

- Courses designated as "repeatable" are those listed as such in the college catalog and are designed to enhance students' skills or performances through supervised repetition.

## UNIT LIMITATION

Students' course programs usually average 15 units per semester. This indicates that students normally spend 45 hours per week in preparing for and attending classes. The college recommends that students carry no more than 18 units during a given semester. Students planning to carry more than 18 units must confer with their counselor.

## UNIT LOAD

Twelve (12) units is considered full-time, nine (9) units is 3/4 time, six (6) units is half time. Full-time for summer session is a load of six (6) units.



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thereof may be withheld from any student or former student who has not made satisfactory arrangements to meet his or her financial obligation to the District. When, in the judgment of the District, the financial obligation has been satisfied, college services will be reinstated.

## COURSE REPETITION

Repetition of courses is subject to the following conditions:

1. A course may be repeated once only when the grade received was substandard ("D," "F," or "NC") or when a grade of "W" has been recorded. In instances where students may not repeat a course as a result of receiving one or more "W" grades, such students shall request waivers by petitioning to the College Petitions Committee. Such waivers shall be based on extenuating and verifiable circumstances which required the student to withdraw from the course.
2. In computing the grade-point average of a student who repeats with a "D" grade or better a course in which a "D" or "F" grade was received, only the most recently earned grade and grade points shall be used. After completion of a course, students should petition to have the Course Repetition Policy applied to their academic records. Nevertheless, the original grade on the academic record shall not be changed or eradicated.
3. Students may repeat courses in which they received grades of "A", "B", "C" or "CR" if it has been determined by the College Petitions Committee that a significant lapse of time has occurred since the student previously took the course. No additional units attempted or grade points are allowed for the repeated course.
4. Repetitions are permitted in specific classes in which skills or proficiencies are enhanced through supervised repetitions and practices, or where active participating experience in individual study or group assignments is the basic means by which learning objectives are achieved. Catalog descriptions of courses in which repetitions are permitted will include the number of repetitions permitted and/or the maximum number of units that may be earned through repetition. In no case may a course be repeated more than three times.

## CREDIT FOR ADVANCED PLACEMENT-EXAMINATIONS

Glendale Community College recognizes the high level of achievement of the student who has successfully completed one or more Advanced Placement Examinations (completed at the secondary school level) as authorized by the College Entrance Examination Board (CEEB) and shall award credit based upon the criteria established by the college. Credit will be granted for a grade of 3, 4, or 5 (from a scale of 1 to 5). This credit is granted for degrees and certificates at Glendale Community College only. Students transferring to other colleges and universities should check with the receiving institution as to the awarding of credit.

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# LEAVES OF ABSENCE

### EXTENDED LEAVES OF ABSENCE

Any continuing Grossmont College student who is eligible to register may maintain his/her registration priority during an absence of one semester by taking an official leave of absence. The student may apply for such a leave at the office of Admissions and Records through the end of the second week of classes. No fee will be charged. The student may take no more than two such leaves, consecutively or separately, while enrolled at Grossmont College.

### EMERGENCY LEAVES OF ABSENCE

Emergency leaves of absence may be requested for periods not to exceed five days if the student presents satisfactory reasons and secures advance approval from instructors. Instructors will be asked to give make-up assignments for all work if the leave of absence petition is approved. Under no circumstances will emergency leaves be granted at the end of the semester when finals would be missed or course requirements not fulfilled. Students desiring leaves should contact the Student Health Services Office.

# PREREQUISITES

*Prerequisites* are defined as skills necessary to succeed in a particular course. Prerequisites may include but are not limited to competency in reading, writing and math.

The term prerequisite also includes *corequisites*, which require a student to concurrently enroll in one course as a condition of enrollment in another course.

*Advisory on recommended preparation* is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

All courses shall be open for enrollment to any student who has been admitted to the college, except that students may be required to meet necessary and valid prerequisites. In addition, the District may also limit enrollment in a course based on health and safety considerations, facility limitations, or legal requirements imposed by statute or regulations.

The prerequisite will be waived by the Vice President of Academic Affairs for any student who challenges the prerequisite pursuant to Title 5, 55201, (f), (1-6) and accepts the responsibility for entering a course for which he or she may not be prepared.

Students wishing to challenge prerequisites for any other reason should do so using the Student Due Process Procedures listed in this publication.

# PROBATION AND DISQUALIFICATION

Grades earned at other schools prior to admission to Grossmont College shall not be considered in determining probationary status. Probation and disqualification status is part of a student's official record and will appear on the transcript.

### PROBATION

**1. Academic Probation**

Any student whose scholarship falls below 2.0 in courses receiving letter grades for work attempted at Grossmont College shall be on academic probation.

**2. Progress Alert**

Any student who has enrolled in a total of at least 12 semester units at Grossmont College shall be placed on probation when the student's cumulative units indicates 50 percent or more units of W, I, or NC.

**3. Removal from Probation**

a. Any student placed on academic probation shall be removed from probation when the cumulative grade point average at Grossmont College has improved to 2.0.

b. Any student placed on progress alert shall be removed from probation when the cumulative units of W, I, or NC recorded are less than fifty percent of the total units attempted.

### DISQUALIFICATION

Any student disqualified from a college within the Grossmont-Cuyamaca Community College District may not attend any college within the District during the next consecutive semester. The student may, however, attend summer intersession.

Disqualified students lose continuing student status and will be subject to catalog requirements in effect at the time they resume their studies.

**1. Academic Disqualification**

Any student on academic probation whose semester grade point average falls below 2.0 shall be academically disqualified. Any student on academic probation whose semester grade point average equals or exceeds 2.0 but whose cumulative grade point average for all units attempted remains below 2.0 shall be continued on probation.

**2. Lack of Progress Disqualification**

Any student who is on progress alert and whose semester work indicates 50 percent or more units of W, I, or NC, will be disqualified. Any student on progress alert whose semester work indicates fewer than 50 percent units of W, I, or NC but whose cumulative records show 50 percent or more units of W, I, or NC will be continued on progress alert.

### REINSTATEMENT

Any student believing to be unjustifiably disqualified may file a petition with the Admissions and Records Office requesting that such disqualification be reconsidered.

# REPETITION OF COURSES

A student is not obligated to repeat a course which he/she has failed unless it is a course required for graduation, or for transfer, or is a prerequisite to another required course.

### SUBSTANDARD WORK

1. A student may repeat any course in which a substandard final grade ("D", "F" or NC) was earned. A course may be repeated only once under this policy.
2. Upon completion of a repeated course, the original grade will be annotated and removed from the cumulative totals on the permanent record card in such a manner that all work remains legible, insuring a true and complete academic history. Only the last grade will be included in determining GPA and academic standing, and only those

units will be counted toward graduation. No assurance can be provided that repeated course(s) will be treated in this manner by other institutions.

**SPECIAL CIRCUMSTANCES**

A student may not repeat a course in which a grade of "C" or higher was earned except by petition under extenuating circumstances. If such circumstances do exist, the grade earned in the repeated course shall not be counted in calculating the student's GPA.

## REMEDIAL COURSE LIMIT

Students may not receive credit for more than 30 units of remedial coursework. This limit shall not apply to the following students:

1. Students enrolled in one or more courses of English as a Second Language.
2. Students identified by a college in the District as having a learning disability.

Students may be granted a waiver to the limitation upon petition to a college in the District. Waivers will be granted only when the student shows significant and measurable progress toward the development of skills necessary for college-level courses. Such waivers will be given only for a specified period of time or for a specified number of units.

## REVISION OF REGULATIONS

Any regulation adopted by the Governing Board of the Grossmont-Cuyamaca Community College District shall have the same force as a printed regulation in the catalog and shall supersede any ruling on the same subject which may appear in the printed catalog or official bulletin of the college.

## UNIT VALUE & STUDENT LOAD

A conventional college unit of credit represents three hours of the student's time each week for one semester: one hour in scheduled classroom lecture or discussion and two hours in outside preparation. For laboratory, the college unit represents three hours of work in laboratory or in comparable experience under classroom supervision. Unit value may differ in certain courses where work experience is involved.

The usual unit load for a college student per semester is 15-16 units. No student will be allowed to register for more than 18 units in a semester at the time of registration. Exceptions must be cleared through the office of the Dean of Counseling, Student Development and Matriculation.

**MINIMUM LOAD**

The college does not specify a minimum load except when the student desires to meet certain requirements such as:

1. Certification to the Department of Health, Education and Welfare that the student is attending full-time. Requirement: 12 or more units per semester, but a student should average 30 units per year.
2. The load requirements for Chapters 31, 32 & 34 (Veterans), and for Chapter 35 (War Orphans & Widows) are:

Semester

Full-time.....12 units
Three-fourths time.....9-11 ½ units
One-half time .....6-8 ½ units

Summer

Calculated on an individual class basis. Contact the Veterans Office on campus for detailed information.

3. Full-time load to maintain status as an "F-1" visa international student. Requirement: 12 or more units per semester.
4. Eligibility to participate in Pacific Coast Conference intercollegiate athletics. Requirement: 12 or more units in courses for which NEW units of credit may be earned. Students should see Pacific Coast Conference and Grossmont College regulations for additional requirements.
5. Eligibility to participate in student government as an office holder or in intercollegiate activities other than athletics. Requirement: seven or more units during the semester of participation. Students should consult the student handbook or the Director of Student Affairs for additional requirements.

## WITHDRAWAL FROM COLLEGE

A petition for withdrawal from the college may be secured from the office of Admissions and Records. It is the responsibility of the student, *day or evening*, to secure the required signatures to be cleared of all obligations and to file the withdrawal form with the office of Admissions and Records. When this has been accomplished, the student will be eligible for withdrawal.

In the event of a verified medical condition, which necessitates complete withdrawal from college, the Student Health Services Office should be contacted. Assistance will then be given for a Medical Withdrawal.

## WORK EXPERIENCE REQUIREMENTS

The unit value for work experience or field experience is one unit for each five hours of work experience per week completed during the course. The maximum work experience units allowable in one semester are four. In order to participate in Cooperative Work Experience Education, students shall be enrolled in either the parallel plan or the alternate plan as specified in Title 5, Section 55254.

**PARALLEL PLAN**

1. During regular semesters or quarters, students must enroll in a minimum of seven units including Cooperative Work Experience Education.
2. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

**ALTERNATE PLAN**

1. During regular semesters or quarters, concurrent enrollment will be limited to one other class.
2. Students must earn at least seven (7) units of other class work before re-enrolling under the alternate plan.



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4. Classes of less than 3 weeks in length - If the date of last attendance is the first class meeting, the grade recorded must be "NA" for never attended. If the date of last attendance is between the first and last class meeting, the grade recorded must be a "W". A letter grade other than "W" must be recorded if the student attends the last class meeting.
5. Classes meeting longer than a full semester (18 weeks) - If the date of last attendance is within the first two weeks, the grade recorded is an "NA". If the date of last attendance is between the beginning of the third week and the end of the week which represents 75% of the term length rounded off to the nearest whole week, the recorded grade must be a "W". After this time, a letter grade other than "W" must be assigned based on the total course requirements.
6. For classes involving fractional weeks like the 5 1/2 week summer session, use the next lower whole number (5 in this example) and apply the above rule.
7. Students may petition for a "W" grade after the final limit for "W's" only for extenuating circumstances beyond the control of the student, such as verified accidents or illness. Petitions must be reviewed and approved by the Grade Review Committee.

**Military Withdrawal** - The grade of MW may be assigned to students who are members of an active or reserve military service and who receive orders compelling a withdrawal from classes. Upon verification of such orders, the grade of MW may be assigned at anytime from the beginning of the period that "W's" may normally be assigned, through the end of the course. The MW grade shall in no way adversely affect a student's academic record. The MW grade shall not be counted in completion ratio or GPA calculations.

## Grade Points

A system of grade points is used to determine a student's standing for graduation or transfer. Grade points are assigned to the respective scholarship grades as follows: for each unit of credit, the scholarship grade of "A" is assigned 4 points; "B", 3 points; "C", 2 points; "D", 1 point; "F", "0" points.

## Change of Grades

A semester grade, once determined by the instructor and reported, shall be final in the absence of mistake, fraud, bad faith, or incompetency.

A student who has been assigned a final grade which he believes to be incorrect may file a "Request for Change of Grade" form obtained from the Office of Admissions and Records. All requests for grade change should be made by the student, in writing, within two years after the end of the semester in which the grade in question was earned. In the absence of the instructor, the request shall be referred to the Grade Change Committee.

## Open Entry/Open Exit Courses

Students completing 0-11% of the work or time required in an open entry/open exit course will be given an NA grade. Students completing 12-74% of the work or time required will assigned a W grade. The Ws will be included in completion ratio calculations. Students completing 75% or more of the work or time required will be assigned the grade earned, i.e., A, B, C, D, F, CR, or NC. The exception to this is the grade of MW.

## When Grades are Awarded

If the last day of a scheduled class falls within a term (fall, spring, or summer), credit shall be awarded in the term in which the class ends. If the last day of a scheduled class falls between terms, credit shall be awarded in the subsequently scheduled term unless prior arrangements are made through the department offering the class.

## Repetition of Courses

Credit courses that may be repeated fall into two categories, those that may be repeated only once under certain conditions and those that may be repeated up to three times (meaning a course may be taken a total of four times).

A. All courses except those indicated in section C may be repeated only once and only under one of the following conditions:
   1. A course may be repeated provided that a grade of "D", "F", or "NC" has been recorded;

      or

   2. A course may be repeated when a grade of "B", "C", or "CR" has been recorded provided that the district finds that the previous grade was the result of verified cases of accidents, illness or other circumstances beyond the student's control. Students desiring to repeat a course under this section must have prior approval from the Grade Review Committee before enrolling in the course. Application for such approval must be made in writing to the Dean, Admissions and Records and must be supported by documentation that will verify the extenuating circumstances and must include a statement from the instructor of record (or department head if the instructor is not available) indicating that the recorded grade was lower than it might otherwise have been, had the extenuating circumstances not arisen.

      or

   3. A course may be repeated when a grade of "A", "B", "C", or "CR" has been recorded provided that a minimum of two semesters has elapsed since the student took the course for all courses numbered 1-99 except for Directed Study, and one semester for all courses numbered 100 or higher, excluding 600 band. Students desiring to repeat a course under this section must have prior approval from the Grade Review Committee before enrolling in the course. Application for such approval must be made in writing to the Dean, Admissions and Records and must be supported by documentation that will verify that the student would benefit by repeating the course in order to ensure that the student's knowledge is current.

B. Unit credit is allowed only once. No credit nor grades shall be allowed for unauthorized repeats. The grade for the earlier course and the repeated course shall both be recorded on the student's permanent record, insuring a true and complete academic history.
   1. For all course repeats that are authorized under section A.1, the grade of the repeated course, whether higher or lower, will be used in lieu of the earlier course for determining the grade point average.

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2. For all course repeats that are authorized under sections A.2 or A.3, the grade of the earlier course, whether higher or lower, will be used in lieu of the repeated course for determining the grade point average.

C. Certain courses may be repeated up to a maximum of three times for a total of four enrollments regardless of the grades earned. These courses are identified in the college catalog and in the schedule of classes. They include courses in which skills or proficiencies are enhanced by supervised repetition and practice within class periods or those in which active participatory experience in individual study or group assignments is the basic means by which learning objectives are met. All grades earned for the authorized repeats shall be counted toward the grade point average and these courses are not subject to the repeat rules of Section A. These courses are designated with a fixed course number followed by letters indicating the number of semesters the course may be taken for credit. The letters following the course number are not separated by a hyphen. (Example: AB = 2 semesters, AC = 3 semesters, AD = 4 semesters.) For example, Journalism 85AD may be taken a maximum of four times. All grades and units earned in these types of courses are counted.

D. It shall be the student's responsibility to ensure that the repetition of a course is authorized by these regulations. Any student who is determined to be repeating a course when not authorized to do so shall be administratively removed from the class and any fees or tuition paid may be forfeited. Any grades or credit submitted for unauthorized repeats shall be disallowed.

E. Credit by examination is not subject to the course repetition rules.

F. Courses in the 600 number band (non-credit courses) are not subject to the course repetition rules.

G. If a student receives a "W", the course may be repeatcd.

H. It is the policy of the college to eliminate the earlier, repeated course from the computation of grade point average in the case described in section A.1. However, the adjustment of cumulative grade point average to reflect course repetition will only occur for course repeats in the Fall 1990 semester and later.

## Academic Renewal

The purpose of academic renewal is to alleviate a portion of a student's prior substandard academic work when such performance does not reflect current demonstrated ability. Students wishing to alleviate prior work must petition the Dean, Admissions and Records, in writing. Academic renewal will be applied only under the following conditions:

A. The student must have completed 45 units of work at Long Beach City College with at least a 2.0 cumulative GPA subsequent to the work to be alleviated.

B. Work to be alleviated shall be on a semester (or term) basis with all work for the designated semester to be ignored in determination of the requirements for graduation including GPA, field of concentration, honors, general education and units. Any work thus eliminated which would otherwise meet a particular requirement will have to be fulfilled by retaking a course or by other legitimate means.

C. A maximum of two semesters (or terms) may be thus alleviated.

D. Academic renewal may be applied only at the time of application for graduation.

E. Work to be alleviated must have been recorded at least five years prior to the intended date of graduation.

F. All course work alleviated shall remain on the official record. The transcript shall be appropriately annotated to indicate that academic renewal has been applied including the specific semester(s) (or terms) that were eliminated.

## Academic and Progress Probation

A student shall be placed on probation whenever the student's academic record indicates any of the following conditions:

A. The student's grade point average falls below 2.0 (C) after the student has attempted more than twelve units of credit at LBCC.

B. After enrolling in a minimum of twelve units at LBCC, the student has completed fewer than one-half of the units.

C. After enrolling in a minimum of twenty-four units at LBCC, the student has completed fewer than two-thirds of the units.

D. For purposes of sections B and C above, the grades of "W and "NC" are counted as incomplete work while grades of A, B, C, D, F, and CR are counted as complete.

E. Any student on probation shall be reclassified as "satisfactory" whenever the cumulative grade point average reaches or exceeds 2.0 (C) **and** the ratio of units-completed to units-enrolled is one-half or better or two-thirds or better based on the number of units indicated in B or C above.

## Academic and Progress Dismissal

A student on probation for at least two semesters and who has not made up the deficiencies in the student's academic record as outlined in the probation section shall be dismissed from Long Beach City College, unless satisfactory progress is indicated during the semester in which the dismissal would normally occur. Satisfactory progress is defined as follows:

A. If academic dismissal is involved, the student must attempt at least 6 units during the semester with a grade point average of at least 2.5.

B. If a progress dismissal is involved, the student must enroll in at least 6 units during the semester with a completion ratio of at least .80 (four-fifths).

Academic dismissal shall occur only at the end of the Spring semester.

## Readmission After Dismissal

A student may be readmitted to the college only with the approval of the Readmissions Committee.

A student approved by the committee is on probation and subject to further dismissals in accordance with this policy.

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Students must have achieved a grade-point-average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and

- At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the above conditions are met, academic renewal shall be granted, consisting of:

- Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and
- Annotating the student academic record indicating where courses have been removed by academic renewal action. *Academic renewal actions are irreversible.*

Graduation honors and awards are to be based on the student's cumulative grade-point-average for all college work attempted.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

## Course Repetition

**Course Repetition to Improve Substandard Grades**

Students may petition for approval to repeat up to a total of 15 units in which substandard grades (less than "C," 2.0) were awarded. Students may repeat the same course only once for this purpose.

Upon completion of a course repetition, the most recent grade earned will be computed in the cumulative grade-point-average and the student's academic record so annotated. No specific course or categories of courses shall be exempt from course repetition.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

**Course Repetition: Special Circumstances**

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with written permission of the College President or designee based on a finding that circumstances exist which justify such repetition.

In such repetition under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade-point-average.

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student an expanded educational experience each time the student enrolls in the course.

Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses.

The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Theater 279, Musical Theater (RPT 3), and twice in Theater 280, Musical Theater Workshop (RPT 3).

Any combination may be used as long as 4 enrollments in one activity is not exceeded. A student may enroll in a specific required nursing class a maximum of three times. Enrollment is defined as attending at least one class meeting.

This activity enrollment limitation begins with the Fall 1983 term. Excess enrollment will result in administrative drop. Consult a counselor for the latest restricted activity enrollment list.

NOTE: Whenever the student's record is reviewed for the purpose of determining his or her unit credits, all of the student's record is reviewed, not just the course work since the beginning of Fall 1983.

## Prerequisites

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s).

Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course.

Violation of this regulation will result in exclusion from class and denial of course credit.

## Grading Symbols and Definitions

Only the symbols in the grading scale given in this section shall be used to grade all courses offered in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license.

Grades shall be averaged on the basis of the point equivalences to determine a student's grade-point-average, using the following evaluative symbols:

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C
D

F
CR

NC

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### Repetition of Courses and Forgiveness of Grades

Courses which are indicated as being repeatable in Section VIII of this *Catalog* may be retaken for credit for the number of times indicated.

Courses for which "D" or "F" grades were earned may be repeated. On repetition, the second or latest grade will count toward grade point average and the previous grade(s) will be discounted. This Forgiveness of "D" or "F" grade policy is applicable for a maximum of 12 units. Grade points earned on additional repetitions will be averaged in with the previous course(s). Unit credit is only allowed once in the repeat of a "D" grade. A student's permanent academic record will be annotated such that all course work that has been forgiven or repeated will remain legible insuring a true and complete academic history.

A course for which a semester grade of "C" or better was received may only be repeated upon approval of a Petition for Exceptional Action, available at the Counseling Office, previous to registration. If extenuating circumstances exist, a petition for permission to repeat a course may be submitted for consideration prior to registration. Students are advised that even with an approved petition which authorizes a repeat of a course in which a "C" grade or better was previously received, the student does not earn additional units nor does an improved grade result in an improved grade point average. Information regarding the petitioning process is available in the Counseling and Matriculation Office.

### Grievance Procedures

Copies of the Student Grievance Procedures are available in the Student Affairs Office. Procedures are delineated for Student vs. Student, Student vs. Faculty, Student vs. Classified Staff, and Student vs. Manager.

### Board of Appeals

Students with unique, extenuating circumstances which they believe warrant an exception to College regulations may appeal to the Board of Appeals. Such appeals are generally restricted to regulations governing probation, dismissal, residence requirements, extension of incomplete grades, financial aid, and related College rules. Students should consult with a College Counselor or the Dean, Student Services for further information and direction.

## Honors

### Alpha Gamma Sigma

Mt. San Antonio College sponsors Zeta Chapter of Alpha Gamma Sigma, the statewide scholastic honorary organization for California Community Colleges. Eligibility for membership is as follows:

1. Students in their first semester of college must meet either of the following criteria:
   a. Have had a high school grade point average of 3.5 at the end of either semester in the senior year, or
   b. Be a Life Member (Seal Bearer) in the California Scholarship Federation.
2. Students who have completed a semester or more of college must have earned 12 or more units either in the previous semester or cumulatively over three semesters and have a 3.0 (B) grade point average. PART-TIME STUDENTS ARE ELIGIBLE FOR MEMBERSHIP.

A minimum of twelve (12) service points are required of members each semester. There is both active and inactive membership available.

For further information and review of your academic eligibility, students should consult a Counselor or an Alpha Gamma Sigma Advisor. Scholarships provided by Zeta Chapter and the State Alpha Gamma Sigma Organization are available to members. Some four-year institutions provide scholarship assistance which is limited to Alpha Gamma Sigma members. For details, consult with an Alpha Gamma Sigma advisor. Permanent membership in Alpha Gamma Sigma is an honor for students who have completed 60 units and have one semester of membership with a cumulative grade point average of at least 3.5 or two semesters of membership with a cumulative grade point average of at least 3.25. There are several advantages which accompany this honor including recognition at graduation. Applications are available through an Alpha Gamma Sigma advisor.

### Dean's List

The Dean's List is an honor list comprised of those students who have achieved a 3.0 up to 3.50 grade point average in a minimum of twelve (12) letter-graded units per semester. Such minimum units shall consist of Associate Degree applicable units.

### Graduation Honors

Graduation honors are awarded as follows:

*Academic Distinction*: The "Academic Distinction Honor" designation is placed on the transcript and degree of the graduate who has achieved an overall grade point average (GPA) of 4.00.

Rancho Santiago College

94-95

## COLLEGE POLICIES

### Academic Honors

**Academic Honors at Graduation**
Academic honors are awarded to students who do outstanding coursework leading to graduation from Rancho Santiago College. Graduation honors are awarded as follows:

**CHANCELLOR'S SCHOLAR.** The Chancellor's Scholar designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.25 while completing the Honors Program requirements. In addition, the Chancellor's Scholar graduate must have completed at least 30 units of coursework at Rancho Santiago College of which 18 units or more must be letter grades of A, B, or C. All letter grades must be C or better.

**WITH HIGHEST HONORS.** The highest honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 4.0. The highest honors graduate must have completed at least 30 units of coursework at Rancho Santiago College of which 18 units or more must be letter grades. All letter grades must be A.

**WITH HIGH HONORS.** The high honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.8. The high honors graduate must have completed at least 30 units of coursework at Rancho Santiago College of which 18 units or more must be letter grades of A, B, or C. All letter grades must be C or better.

**WITH HONORS.** The honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.5. The honors graduate must have completed at least 30 units of coursework at Rancho Santiago College of which 18 units or more must be letter grades of A, B, or C. All letter grades must be C or better.

**DEPARTMENTAL HONORS.** Honors are awarded to students who do outstanding work in their departments. Eligibility is determined by inclusion in the honors categories listed above. Selection is made by departmental faculty with the division dean's approval.

**Semester Academic Honors.**
An honors list is issued each semester from the Admissions and Records Office. Students are eligible by completing twelve or more units with a grade point average of 3.5 or better. Credit/no credit units are not considered in the twelve-unit requirement. Overall G.P.A. must also be a 3.5 or better.

### Absence/Drop

It is the student's responsibility to withdraw officially from a course.

However, because of enrollment demand a student may be dropped when not appearing at the first class meeting.

A student may be dropped for excessive absences when one or more absences than the number of class hours per week have occurred.

Under extenuating circumstances, a student may be reinstated by the instructor.

### Academic Renewal With Course Repetition

A student may repeat a course in which a grade of D, F, and/or NC has been received, and the grade received upon repetition will be recorded on the student's record. The student may then request that the first grade be lined out, thus removing the former grade from units attempted. A student may not repeat a course to change a grade of C or above. (Note: this same procedure may be followed in case of grades UF and WF which appear on some older transcripts.) Courses repeated under the provisions of this section will be indicated as repeated on the permanent academic record of the student.

### Academic Renewal Without Course Repetition

Inasmuch as past performance does not always reflect accurately a student's actual ability, Rancho Santiago College has established a policy of academic renewal without course repetition.

A student may petition the Admissions and Guidance Committee two or more years after recording of the substandard work to have up to 20 units of below C work at any institution disregarded in the computation of the grade point average.

To be eligible, the student would have to complete 30 letter grade units with an average grade point average of 2.0 or complete 15 letter grade units with an average grade point average of 3.0 in semesters or sessions of academic enrollment from the beginning of the renewal period. Units will be counted from the semester immediately following the substandard work. Semesters with substandard grades will not count in unit computation.

The petition shall require the approval of the Admissions and Guidance Committee, and the permanent academic record shall be annotated in such a manner that all work remains legible. Petition approved work will not count toward graduation.

### Course Repetition

Courses may be repeated under the following circumstances:

**Substandard Work:** when a student has earned a grade of D, F, NC (No Credit) or W. (*See Academic Renewal With Course Repetition Policy.*)

**Repeatable Courses:** when it is identified as repeatable in the Class Schedule and college catalog.

**Special Circumstances:** under special circumstances, to be determined through petition at the Admissions and Records Office. Special circumstances are as follows: a significant lapse of time since the student previously completed the course, accident, illness, or other circumstances beyond the control of the student. Courses repeated under provisions of this section will be indicated as repeated on the permanent academic record of the student. Grades awarded for courses repeated under provisions of this section shall not be counted in calculating a student's grade point average.

**Personal Interest Courses.** The number of courses which may be taken within an area of personal interest is limited to a total of four courses. A personal interest area may be defined as (1) a physical activity

 CAL Poly - San Luis 94-

subject to the permission of the instructor. Procedures for auditing courses are published in the quarterly *Class Schedule*.

An auditor is a student who is attending courses for no credit. The student must be registered with fees paid for the quarter in which the course is to be audited. A student may enroll to audit a course during the add/drop period and no later than the last day to add a course. A student may change from credit to audit not later than the last day to drop a course. Courses enrolled for audit grades are not considered when determining enrollment status.

In cases where class sections must be limited in enrollment, preference will be given to students enrolling for credit. Students may not enroll for audit classes through CAPTURE.

The student services fee and nonresident tuition fee are determined on the basis of the total units for which the student is enrolled including courses audited.

**Incomplete (Authorized)**

An incomplete signifies that a portion of required coursework has not been completed and evaluated in the prescribed time period due to fully justified reasons and that there is still a possibility of earning credit. It is the student's responsibility to bring pertinent information to the instructor who will determine the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated. The student is not permitted to reenroll in the course to complete course requirements. If the student does reenroll, the original grade of I will be counted as an F (or NC) and the reenrollment will be processed as a repeated course.

A grade of I must be made up within one calendar year immediately following the end of the term in which it was assigned. An instructor may specify a time limitation of less than one year. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in the I being counted as equivalent to an F (or NC) for grade point average computation. All remaining grades of I will be changed to F (or NC) at the time the student's degree is awarded.

**Incomplete (Unauthorized)**

A grade of U indicates that a student enrolled for a course did not withdraw from the course and failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average computation this symbol is equivalent to an F.

**Satisfactory Progress**

The grade of SP is used in connection with courses that extend beyond one academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a grade must await completion of additional work. Reenrollment is permitted prior to the assignment of the final grade provided that the total permissible number of units for the course or courses is not exceeded. Work is to be completed within a stipulated time period. The SP symbol shall be replaced with the appropriate final grade within one year except for graduate degree theses for which the time may be up to two years, but may not exceed the overall time limit for completion of all master's degree requirements. Failure to complete the assigned work will result in an SP being counted as equivalent to an F grade point average computation. Any extension of time limit must receive prior authorization by the dean of the school in which the student is a degree candidate. All remaining SP grade symbols will be changed to F or NC at the time the student's degree is awarded.

## REPEATING A COURSE

Students may enroll in a course more than once for improving the grade point average under the following conditions:

1. A course taken at Cal Poly or at another university or college in which a grade of D+ or less was received may be repeated here with the new grade recorded along with the prior grade. The grade earned by repeating the course will replace the quality points, quality hours, and earned hours which were previously earned.
2. The course may not be repeated for Credit/No Credit if the student has previously received a grade of D- or less in that course. The course may be repeated for Credit/No Credit only if the student has previously received a grade of NC in that course. An original NC grade may be repeated for CR/NC or a letter grade, but not for improving grade point averages.
3. Undergraduate students may repeat up to 20 units for grade point average improvement. This adjustment will be made automatically at the end of the term in which the course is repeated. A repeat petition is required for the following reasons only:
   - the course was originally taken before Fall 1987
   - the course was originally taken at another institution
   - the course has changed prefix or number

   For the situations listed above, the repeat petition must be turned into the Office of Academic Records by the end of the seventh week of the quarter in which the course is repeated.
4. Except where noted in the specific course description that the course may be repeated for credit, a student may not receive additional credit for any course in which a grade of C or higher, including CR has been received. If the student repeats a course in which a C+ or higher grade was earned, both grades will be calculated in the grade point average but the duplicate earned hours will not be counted toward the degree.

No math placement record

| | | | | |
|---|---|---|---|---|
| Fall | 86 | MATH | 060 | D |
| Fall | 87 | MATH | 060 | C |
| Spr | 88 | MATH | 101 | F |
| Fall | 88 | MATH | 070 | F |
| Fall | 88 | MATH | 070 | W |
| Spr | 92 | MATH | 070 | W |
| Spr | 93 | MATH | 060 | C |
| Spr | 94 | MATH | 070 | D |



No math placement record

| | | | | |
|---|---|---|---|---|
| Spr | 87 | MATH | 060 | W |
| Spr | 90 | MATH | 070 | W |
| Fall | 90 | MATH | 070 | C |
| Spr | 91 | MATH | 103 | W |
| Fall | 91 | MATH | 103 | W |
| Spr | 92 | MATH | 103 | W |
| Spr | 92 | MATH | 140 | F |
| Fall | 92 | MATH | 102 | W |
| Fall | 92 | MATH | 140 | W |
| Spr | 93 | MATH | 140 | W |
| Spr | 93 | MATH | 240 | W |
| Fall | 93 | MATH | 140 | W |
| Fall | 93 | MATH | 240 | W |
| Spr | 94 | MATH | 140 | W |
| Fall | 94 | MATH | 140 | W |
| Fall | 94 | MATH | 240 | W |

No math placement record

| | | | | |
|---|---|---|---|---|
| Fall | 82 | MATH | 025 | C |
| Spr | 83 | MATH | 60 | F |
| Fall | 83 | MATH | 60 | F |
| Spr | 84 | MATH | 60 | D |
| Fall | 84 | MATH | 60 | C |
| Spr | 85 | MATH | 101 | W |
| Fall | 85 | MATH | 101 | F |
| Spr | 86 | MATH | 101 | F |
| Sum | 86 | MATH | 101 | F |
| Fall | 87 | MATH | 101 | W |

No math placement record

| | | | | |
|---|---|---|---|---|
| Spr | 92 | MATH | 060 | F |
| Fall | 92 | MATH | 060 | W |
| Spr | 93 | MATH | 060 | F |
| Fall | 93 | MATH | 060 | W |
| Spr | 94 | MATH | 060 | W |

No math placement record

| | | | | |
|---|---|---|---|---|
| Spr | 92 | MATH | 060 | C |
| Fall | 92 | MATH | 070 | W |
| Spr | 93 | MATH | 070 | W |
| Fall | 93 | MATH | 070 | W |
| Spr | 94 | MATH | 070 | F |

No math placement record

| | | | | |
|---|---|---|---|---|
| Fall | 91 | MATH | 060 | F |
| Spr | 92 | MATH | 070 | W |
| Fall | 92 | MATH | 060 | F |
| Fall | 93 | MATH | 060 | C |
| Spr | 94 | MATH | 070 | F |
| Fall | 94 | MATH | 070 | W |

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No math placement record

| | | | | |
|---|---|---|---|---|
| Spr | 89 | MATH | 060 | D |
| Fall | 89 | MATH | 060 | W |
| Spr | 90 | MATH | 060 | W |
| Fall | 90 | MATH | 060 | W |
| Spr | 91 | MATH | 060 | W |
| Fall | 93 | MATH | 060 | F |
| Fall | 94 | MATH | 060 | NC |

1993/08/08 4.7 Math 060

| | | | | |
|---|---|---|---|---|
| Sum | 89 | MATH | 070 | F |
| Fall | 90 | MATH | 070 | F |
| Spr | 91 | MATH | 070 | C |
| Fall | 91 | MATH | 103 | W |
| Spr | 92 | MATH | 102 | W |
| Spr | 92 | MATH | 103 | W |
| Fall | 92 | MATH | 103 | F |
| Fall | 93 | MATH | 103 | F |
| Fall | 94 | MATH | 103 | C |

No math placement record

| | | | | |
|---|---|---|---|---|
| Sum | 88 | MATH | 060 | F |
| Fall | 90 | MATH | 060 | D |
| Fall | 91 | MATH | 070 | W |
| Spr | 92 | MATH | 070 | W |
| Fall | 92 | MATH | 130 | F |
| Spr | 94 | MATH | 130 | C |

No math placement record

| | | | | |
|---|---|---|---|---|
| Fall | 91 | MATH | 060 | F |
| Spr | 92 | MATH | 070 | W |
| Fall | 92 | MATH | 060 | F |
| Fall | 93 | MATH | 060 | C |
| Spr | 94 | MATH | 070 | F |
| Fall | 94 | MATH | 070 | W |

No math placement record

| | | | | |
|---|---|---|---|---|
| Fall | 92 | MATH | 060 | F |
| Spr | 93 | MATH | 060 | W |
| Fall | 93 | MATH | 060 | F |
| Sum | 94 | MATH | 060 | F |
| Fall | 94 | MATH | 060 | NC |

No math placement record

| | | | | |
|---|---|---|---|---|
| Spr | 91 | MATH | 060 | W |
| Fall | 91 | MATH | 060 | F |
| Spr | 92 | MATH | 060 | D |
| Fall | 92 | MATH | 070 | W |
| Spr | 93 | MATH | 070 | W |
| Fall | 93 | MATH | 070 | W |
| Spr | 94 | MATH | 070 | F |

No math placement record

| | | | | |
|---|---|---|---|---|
| Fall | 92 | MATH | 060 | F |
| Spr | 93 | MATH | 060 | W |
| Fall | 93 | MATH | 060 | F |
| Sum | 94 | MATH | 060 | F |
| Fall | 94 | MATH | 060 | NC |

SAMPLE - HISTORY OF MATH GRADE

M. Kennedy

**OFFICE OF THE DEAN OF STUDENT SERVICES**

# POSITION PAPER ON COURSE REPETITION POLICY AT COLLEGE OF THE CANYONS

**Dr. Glenn Hisayasu**
**January 1995**

## BACKGROUND:

Based on my review of the issues surrounding COC's course repetition policy, there have been several interesting items of information uncovered.

Surprisingly, there are no current written policies that concern a limitation on course repetition at the college. No reference to course repetition is found in the Santa Clarita Community College District Board Policies except under the academic renewal policy which does not prescribe the number of times a student may enroll in a course. Our college catalog (see attached - pg 26) has academic policy statements that are also authorized by the Board of Trustees, however, no limit on course repetition is cited in the college catalog, except for certified repeatable courses, such as, music, P.E etc.

Title 5, Sections 55761, 55762, 55763 and 55764, of the California Code of Regulations deals with course repetition, yet does not dictate an absolute number of times a course may be repeated (see attached). Generally, Title 5 regulations empower the local governing board with the responsibility of setting course repetition policies within the scope of other state regulations that refer to recording permanent academic records (Section 76224) and the finality of grades (Chapter 2.5, Section 59020).

The only legal reference to a course repetition policy cited in Title 5 concerns state apportionment for course repetition. Title 5, Section 58161c of the California Code of Regulations provides specific conditions that need to be present in order for the college to claim appropriations for students who repeat a class (see attached Ed. Code).

## I. CONDITIONS WHEN COURSE IS DECLARED ACCEPTABLE FOR REPETITION:

1. We must identify the courses that can be repeated and designate them in the catalog.

2. We must use the following certification process:

   a. The course content needs to differ each time

   - and-

b. The student must gain an expanded educational experience based on one of the following reasons:

* skills or proficiencies are enhanced by supervised repetition and practice within class periods

- or-

* active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

3. Implement a monitoring system for this repetition.

**4. The attendance of students who repeat courses pursuant to these regulations, may not claim state apportionment for more than three semesters (the original, plus three more).**

## II. CONDITIONS WHEN THE COURSE IS NOT DECLARED REPEATABLE BASED ON SKILL IMPROVEMENT BY FURTHER INSTRUCTION OR PRACTICE

Under Title 5 regulations, state apportionment may be claimed for the attendance of a student in a course in which the student has received a grade only if:

1. The student is alleviating substandard work ( D, F, or NC grade)

2. Student's grade is, at least, in part the result of extenuating circumstances beyond the control of the student.

3. The district has determined that the student should repeat a course due to a significant lapse of time. **The attendance of students repeating a course under this subsection may be claimed for apportionment purposes only once (original, plus one repeat).**

## III. CURRENT PRACTICE

There are several important elements that need to be taken into account when considering establishing our COC course repetition policies. These are:

1. State regulations prescribe limitations on claiming apportionment on repeated courses only under a few specific conditions. These conditions are: (1) a limit on repetition for skill improvement courses that are declared repeatable, and (2) a limit when the course is approved for repetition due to a significant lapse of time since the original course.

2. It is important to note that, aside from the aforementioned repetition conditions, the authority to determine course repetition policy is vested in the local governing board.

3. Some of the issues that have prompted the need for establishing and enforcing a college course repetition policy are:

a. Faculty concerns with unsuccessful students who continue to repeatedly attempt the same course and deny access to other students.

b. Concerns from instructors that they are diverting their time and energies on the same student who ultimately does not complete the course, usually for reasons beyond the control of the instructor.

c. The college has been unable to enforce policies concerning progress probation.

d. There is the possibility that some students are abusing the system. There probably exists an unknown amount of students who enroll in courses exclusively for student discounts on auto insurance*, to temporarily maintain I-20 (foreign student visas)*, to gain eligibility to COC categorical programs, or for other student benefits with no intention of completing the courses*.

e. In addition, there are even some very successful students who are pursuing professional or highly impacted majors who intentionally take a class for a "withdrawal" so that they can repeat the course with a higher probability of obtaining a superior grade.

* Note: Admissions does not provide full time enrollment verification until the beginning of the semester due to this insurance fraud reason.

* Note: Foreign student attendance verification to the U.S. Immigration and Naturalization Service ( I.N.S.) (I-20s) are periodically reported. Thus, temporary COC enrollment only assists the student in legally residing in the U.S. for a short period of time.

* Note: Financial aid awards (except the BOGG fee waiver) are given in the arrears. Students get paid

for attendance already demonstrated and not merely for enrolling in classes.

f. It tends to distort some of our institutional research on retention effectiveness, faculty workload, curriculum and instructional scheduling decisions, etc..

g. It is not a sound educational or financial practice to allow unlimited course repetition. Students who are unsuccessful in completing a course after numerous attempts clearly are neither prepared academically nor personally. In addition, diminishing college revenues dictate that we direct our scarce resources both effectively and responsibly toward meeting our most pressing student needs.

g. There is no current state restriction on apportionment funding of student's who receive "withdrawal" designations on their classes. Our State Chancellor's Office Attendance Reports (CCFS-320) capture the attendance of all students who are enrolled at the first census periods of each semester (P-1 and P-2 reports) as well as the summer and intersession.

## IV. RECOMMENDATION:

It is my recommendation that we pursue Board of Trustee approval for the following college policies concerning course repetition (when it does not pertain to the repetition clause for courses approved based on improvement of skills such as typing, golf, dance, singing, etc.).

1. Once a student enrolls in a specific course and obtains a substandard grade (D, F, or NC) he/she may only attempt repeating this course twice for an improved grade. This "three attempts limitation " refers to any combination of "unsuccessful" course completion whether it be a withdrawal, incomplete or substandard grade.

Note: If the student withdraws from the class prior to the first census reporting (third Monday of the semester) then the attempt does not get recorded on their academic transcript and, thus, will not be considered an attempt at repeating the course.

Note: This policy applies to "attempted" course completions at COC only. The college will not seek to evaluate course repetitions from courses completed at other colleges

2. If the student has enrolled in a specific COC course for three attempts and does not successfully complete the course, he/she will not be allowed to reenroll for the course at COC. The student will then be required to take the course at another community college district to gain credit for the course for Associate of Arts degree, certificate or transfer certification purposes.*

*Note: As usual, the student will need to submit official transcripts from other college to be evaluated.

3. That this new policy goes into effect for the semester immediately following official approval by the Board of Trustees. Also, that the following procedures be implemented:

* That the college make a comprehensive effort to inform all COC students of the new policy.

* That the information is written in all relevant college publications as soon as reasonably possible and, depending on the time frame, that special flyers and announcements be developed and distributed.

* That we develop a "temporary" procedure for petition and appeal to cover the transition period for students who are immediately affected. It is suggested that we allow at least the opportunity for "immediately impacted" students to petition for consideration of a one semester grace period on the policy. This grace period will not be grandfathered for students not in attendance to the college and will terminate after one semester of policy enactment.

4. That we enforce this policy based on LAN computer driven monitoring. In discussions with Ken Stevens, it is clear that we are capable of using a "registration block" that would flag unqualified course repetition, however, this process is also very impractical at the present time. The processing time delays that would occur in having the computer search the database each time a student registers for classes would be totally unacceptable (especially with phone registration). It is likely that we will need to implement a "batch reporting system" that identifies unqualified course repetitions and then notifies the student by use of computer generated letters. The enforcement process needs further discussion. Some of the potential issues are:

* There will be an increase demand for refunds.

* There needs to be a new procedure for special course adjustments during the one semester grace period and for some students who "need" full-time enrollment status. (i.e., financial aid, EOPS recipients).

5. We need to analyze all current repeatable courses at COC to ascertain if they meet repetition certification standards. In addition, we need to insure that our college catalog is accurate and clearly reflects the limitations on course repetition policy.

This position paper is presented to COC staff as an attempt to generate discussion and policy development on an issue that has been "bantered about" for some time. It is intended as a first draft document.

cc: Dr. Dianne Van Hook
Dr. Carter Doran
Mr. Mike Dermody, Academic Senate
Mr. Ken Stevens
Ms. Dottie Duncan
COC College Council
COC Student Services Managers

## COLLEGE COUNCIL MINUTES
**March 22, 1995**

**Members Present:** Al Adelini, Sue Bozman, Lee Corbin (for Brad Reynolds), Michael Dermody, Carter Doran, Dottie Duncan, Glenn Hisayasu, Jan Keller, Helen Lusk, Gary Olmstead, Bruce Pelkey, and Dianne Van Hook

**Members Absent:** Beth Asmus, John Drislane, Mary Edwards, Stu Ferdman, Joe Gerda, Christina Hoard, Marc Jaubert, Allison Korse, Mike Joslin, Nancy Mattice, Jorge Perez, Brad Reynolds, , Ken Stevens, Shirley Storlie, James Valerio, Joan Waller

### UNDERAGE ENROLLMENT POSITION STATEMENT

Glenn Hisayasu and Mike Dermody presented a position paper on underage enrollment. They informed the College Council that the Senate (which is responsible, per Board policy, for making recommendations on "Standards for Student Preparation and Success") developed and thoroughly reviewed the paper with the Dean of Students. The policy was reviewed with the College Council which agreed with the guidelines as presented.

1. Underage admission guidelines are for students who are enrolled in grades ten and under.

2. The main purpose of these underage/special admission procedures is for **enrichment** (enrollment in courses from which the student has the ability to benefit) **not** for remediation.

3. College of the Canyons courses cannot be used for home schooling or to "take the place of" curriculum taught in local school districts.

   √ **Question: Do we know this for a fact? Does the law prohibit it as a substitute for a local choice?**

4. Enrollment will be via a special form and necessitate student/parent participation in orientation prior to enrollment.

5. Enrollment will be in specific course titles approved by the parent, counselor and the COC staff (to avoid competition with local school district curriculum).

6. Special enrollment applications will be on a semester-by-semester basis.

7. Special enrollment will occur only after pre-registration has occurred.

   √ **Question: Does this mean that, even though an underage student has accumulated COC credits, they are excluded from their registration priority in the enrollment process?**

8. Underage students must complete all course prerequisites as well as appropriate math/English assessment.

   √ **Question: Will we accept any of the Hart district tests as substitutes?**

9. Students must have demonstrated successful scholarship prior to enrollment at COC and must show successful academic achievement at COC to sustain future enrollment.

   √ **Questions:**
   - **Can we do this legally?**
   - **Isn't this a double standard?**
   - **Why wouldn't they just follow the general standards for all our students?**
   - **What if a student was recommended by all required parties, had tested into a course, but did not have prior academic "successful scholarship"?**

## COURSE REPETITION POLICY REVIEW

Mike and Glenn reviewed the existing proposal and highlighted the following:

1. The policy limits students to three attempts at a class (the initial attempt and two repetitions).

2. Students who received a "w" will be treated as if they had received an unsatisfactory grade for the purpose of determining the number of attempts at a specific class.

3. There will be a one-semester "grace" period to warn students of the change (similar to the preparation preceding the increased math graduation requirement).

4. The Senate expressed some concern over the original prohibition policy outlined in the position paper. (After three attempts at a class, the student would forfeit the option of completing the course at COC. If it was a class needed for graduation, it would have to be taken at another community college district.) The Senate would like to develop some challenge procedure. There might be circumstances where a student has a valid and compelling reason for a waiver of the "three strikes and you're out" policy.

5. The Senate realized the fiscal impact of students who take repeated sections of the same class (loss of seats for other students as well as loss of funding from the state for that student). However, for the welfare of the students, it was requested that any specific implementation policies for repeatability await the matriculation study on repeatability currently being conducted by Joe Gerda (expected completion: May, 1995).

***It was noted that we do need to develop an "exception" procedure whereby we can consider extenuating circumstances, i.e., a break in education, statute of limitations, etc.***

## POTENTIAL BOARD AGENDA ITEMS

**Free Speech Area**

Glenn briefly reviewed Mike Joslin's proposal on designating the Independence Grove as the free speech area. It was noted that the college still retains the right to determine the **time, place, and manner** in which the area may be used.



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Computer Services
College of the Canyons

To: Carter Doran
Dottie Duncan
Audrey Green
Glenn Hisayasu

From: Ken Stevens KS

Date: January 13, 1995

Subject: Course Repetitions

Attached is a printout of students who have enrolled in the same course Spring 95 that they also completed during the previous semester. I omitted Music, PE, Dance and General Studies as so many of those courses are repeatable.

This is just to give you an idea of the types of courses students are re-enrolling in. Some of them are legitiment, e.g. Weld 150 and Journ 210, but many are not. When we finalize our repeat policy I can mark the computer catalog file and then print only those courses the student should NOT be enrolling in. This will make the listing easier to interpret. Eventually we will be able set up 'blocks' in the registration program to keep students from re-enrolling in these courses.

In passing I see several students are retaking welding courses that the catalog does not show as repeatable (only Weld 125 & 150 are listed in the printed catalog as being repeatable). Perhaps they could be moved to other courses this Spring Semester so the District can get credit for their enrollment.

I am now removing students from courses the printed catalog says should not be repeated, so they are no longer included in our Apportionment or MIS Reports.

Attachment

| Student ID | Spr Class | Enroll Date | Gr | CAT# | Fall Class | CAT# | Gr | Course ID |
|---|---|---|---|---|---|---|---|---|
| 041-48-1494 | 9605B | 12-14-94 | | 096101 00 | 9605B | 096101 00 | A | WELD 101- |
| 050-44-5728 | 5544 | 11-21-94 | | 055070 00 | 5542 | 055070 00 | CR | MATH 070- |
| 108-56-4007 | 8210A | 11-30-94 | | 082211 00 | 8210A | 082211 00 | B | RDIDTV 211 |
| 245-78-0519 | 9630 | 12-01-94 | | 096125 00 | 9630 | 096125 00 | CR | WELD 125 |
| 252-64-2529 | 1459 | 12-15-94 | | 014153 00 | 1458 | 014153 00 | ID | BUS 153 |
| | 1465 | 12-15-94 | | 014165 00 | 1467 | 014165 00 | C | BUS 165- |
| 325-44-9138 | 6808 | 11-21-94 | | 068099 15 | 6815 | 068099 15 | CR | PERDEV 099 |
| 329-52-7814 | 9605B | 12-14-94 | | 096101 00 | 9605B | 096101 00 | B | WELD 101- |
| 353-64-1564 | 5584 | 11-28-94 | | 055140 00 | 5586 | 055140 00 | D | MATH 140 |
| | 8030 | 11-28-94 | | 080102 00 | 8070 | 080102 00 | D | PSYCH 102 |
| 370-28-3892 | 9605A | 12-12-94 | | 096100 00 | 9605A | 096100 00 | A | WELD 100- |
| 440-88-5556 | 0615A | 12-02-94 | | 006124 05 | 0640A | 006124 05 | B | ART 124B- |
| 444-84-3394 | 8910 | 12-07-94 | | 089150 00 | 8930 | 089150 00 | C | SPAN 150 |
| 523-88-1291 | 6804 | 12-01-94 | | 068020 00 | 6805 | 068020 00 | CR | PERDEV 020 |
| 545-15-2036 | 9605B | 12-12-94 | | 096101 00 | 9605B | 096101 00 | A | WELD 101- |
| 545-71-1320 | 8008 | 11-30-94 | | 080101 00 | 8035 | 080101 00 | D | PSYCH 101 |
| 545-85-8407 | 8910 | 12-12-94 | | 089150 00 | 8930 | 089150 00 | B | SPAN 150 |
| 546-63-4234 | 9635 | 12-08-94 | | 096150 00 | 9635 | 096150 00 | A | WELD 150 |
| 546-75-8548 | 3024 | 11-30-94 | | 030080 00 | 3027 | 030080 00 | D | ENGL 080 |
| 547-63-4225 | 1706 | 11-22-94 | | 017151 00 | 1705 | 017151 00 | D | CHEM 151 |
| 548-96-4332 | 9605B | 12-13-94 | | 096101 00 | 9605B | 096101 00 | A | WELD 101 |
| 549-77-4850 | 5118 | 11-28-94 | | 051210 00 | 5142 | 051210 00 | A | JOURN 210 |
| | 5120 | 11-28-94 | | 051215 00 | 5144 | 051215 00 | A | JOURN 215 |
| 550-79-3045 | 7208A | 11-28-94 | | 072170 00 | 7220A | 072170 00 | B | PHOTO 170 |
| 550-91-8051 | 7208A | 12-05-94 | | 072170 00 | 7220A | 072170 00 | A | PHOTO 170 |
| 552-41-5197 | 6804 | 12-07-94 | | 068020 00 | 6805 | 068020 00 | CR | PERDEV 020 |
| 552-55-8546 | 1702 | 11-22-94 | | 017151 00 | 1710 | 017151 00 | D | CHEM 151 |
| 553-51-2031 | 3044 | 12-08-94 | | 030090 00 | 3044 | 030090 00 | CR | ENGL 090- |
| 554-49-6343 | 8002 | 12-07-94 | | 080101 00 | 8005 | 080101 00 | D | PSYCH 101 |
| 555-97-5442 | 5118 | 11-30-94 | | 051210 00 | 5142 | 051210 00 | C | JOURN 210 |
| | 5120 | 11-30-94 | | 051215 00 | 5144 | 051215 00 | A | JOURN 215 |
| 556-29-7452 | 5544 | 11-23-94 | | 055070 00 | 5546 | 055070 00 | D | MATH 070 |
| 558-57-7312 | 5588 | 11-23-94 | | 055211 00 | 5588 | 055211 00 | D | MATH 211 |
| 558-82-0547 | 9635 | 12-07-94 | | 096150 00 | 9635 | 096150 00 | A | WELD 150 |
| 559-33-7721 | 5573 | 11-21-94 | | 055103 00 | 5574 | 055103 00 | IF | MATH 103 |
| 560-67-4218 | 5502 | 11-21-94 | | 055025 00 | 5502 | 055025 00 | AU | MATH 025 |
| 560-73-2002 | 1832 | 11-29-94 | | 018175 00 | 1834 | 018175 00 | A | CHLDEV 175- |
| 561-77-0257 | 6804 | 12-01-94 | | 068020 00 | 6805 | 068020 00 | CR | PERDEV 020 |
| 561-77-2694 | 4304 | 12-07-94 | | 043101 00 | 4305 | 043101 00 | IF | GERMAN 101 |
| 562-39-1745 | 3070 | 11-29-94 | | 030101 00 | 3068 | 030101 00 | D | ENGL 101 |
| 563-79-7765 | 3062 | 11-30-94 | | 030101 00 | 3067 | 030101 00 | D | ENGL 101 |
| 563-85-8080 | 7602 | 11-23-94 | | 076150 00 | 7610 | 076150 00 | D | POLISC 150 |
| 564-51-0726 | 5518 | 11-28-94 | | 055060 00 | 5522 | 055060 00 | CR | MATH 060- |
| 566-76-3824 | 9605B | 12-06-94 | | 096101 00 | 9605B | 096101 00 | C | WELD 101- |
| 567-95-9635 | 5559 | 11-28-94 | | 055070 00 | 5558 | 055070 00 | IF | MATH 070 |
| 568-35-8745 | 9605B | 12-12-94 | | 096101 00 | 9605B | 096101 00 | A | WELD 101- |
| 568-43-6818 | 8008 | 12-07-94 | | 080101 00 | 8020 | 080101 00 | IF | PSYCH 101 |
| 570-49-0437 | 8002 | 12-12-94 | | 080101 00 | 8060 | 080101 00 | A | PSYCH 101- |
| 570-78-7945 | 1462 | 12-15-94 | | 014156 01 | 1463 | 014156 01 | B | BUS 156- |
| 570-95-7844 | 3068 | 11-23-94 | | 030101 00 | 3067 | 030101 00 | D | ENGL 101 |



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| Student ID | Spr Class | Enroll Date | Gr | CAT# | Fall Class | CAT# | Gr | Course ID |
|---|---|---|---|---|---|---|---|---|
| 571-41-7973 | 5518 | 11-21-94 | | 055060 00 | 5524 | 055060 00 | CR | MATH 060 |
| 572-61-3033 | 3072 | 12-05-94 | | 030101 00 | 3077 | 030101 00 | B | ENGL 101 |
| 573-67-4895 | 1814 | 12-08-94 | | 018116 00 | 1814 | 018116 00 | A | CHLDEV 116 |
| 586-50-2006 | 5526 | 11-30-94 | | 055060 00 | 5524 | 055060 00 | CR | MATH 060 |
| 602-05-3067 | 3074 | 11-30-94 | | 030101 00 | 3070 | 030101 00 | IF | ENGL 101 |
| 603-20-8649 | 3097 | 12-14-94 | | 031080 00 | 3096 | 031080 00 | D | ESL 080 |
| 605-56-8324 | 9605B | 12-12-94 | | 096101 00 | 9605B | 096101 00 | A | WELD 101 |
| 608-05-2862 | 8008 | 12-08-94 | | 080101 00 | 8015 | 080101 00 | D | PSYCH 101 |
| 609-26-2344 | 6804 | 12-07-94 | | 068020 00 | 6805 | 068020 00 | CR | PERDEV 020 |
| 610-60-2238 | 1443 | 12-12-94 | | 014104 00 | 1448 | 014104 00 | C | BUS 104 |
| 612-26-9683 | 3050 | 11-29-94 | | 030090 00 | 3038 | 030090 00 | CR | ENGL 090 |
| 613-07-9349 | 5118 | 11-23-94 | | 051210 00 | 5142 | 051210 00 | A | JOURN 210 |
| 614-03-5117 | 3062 | 11-23-94 | | 030101 00 | 3062 | 030101 00 | C | ENGL 101 |
| 614-20-5112 | 8908 | 12-06-94 | | 089102 00 | 8925 | 089102 00 | B | SPAN 102 |
| 617-30-2671 | 5118 | 12-12-94 | | 051210 00 | 5142 | 051210 00 | A | JOURN 210 |
| 619-01-8960 | 7616 | 12-07-94 | | 076150 00 | 7635 | 076150 00 | IF | POLISC 150 |
| 622-16-6409 | 4806 | 11-29-94 | | 048102 00 | 4804 | 048102 00 | C | HIST 102 |
| | 5588 | 11-29-94 | | 055211 00 | 5592 | 055211 00 | D | MATH 211 |
| 623-03-3768 | 0655 | 11-28-94 | | 006205 00 | 0660 | 006205 00 | ID | ART 205 |
| 623-05-3330 | 9635 | 12-12-94 | | 096150 00 | 9635 | 096150 00 | A | WELD 150 |
| 624-03-7340 | 5566 | 12-06-94 | | 055103 00 | 5572 | 055103 00 | D | MATH 103 |
| 625-12-7179 | 3069 | 11-29-94 | | 030101 00 | 3067 | 030101 00 | D | ENGL 101 |
| 626-40-9673 | 6808 | 11-21-94 | | 068099 15 | 6815 | 068099 15 | CR | PERDEV 099 |

Memo To: Glenn Hisayasu
–Dottie Duncan

From: Ken Stevens

Date: February17, 1995

Subject: Invalid Course Repeats - Spring 1995

Attached are the class enrollments I picked up as not being eligible for Apportionment reporting. The small sheet shows those taking a course more than four times, while the larger printout shows those repeating a course they previously had gotten a satisfactory grade.

Can we go over these lists to determine exactly which enrollments are to be deleted from apportionment? I have some questions about how we want to handle some courses, e.g. CHLDEV 225 - the course outline says it is repeatable, but not how many units total; PE 166 & 167 - these are intermediate level activities. Can a student take a beginning level 4 times, intermediate 4 times and advanced 4 times? Our printed catalog only mentions repeats for the beginning level???

| Cnt | Student ID | Name | Class Code | Course ID | Title | Enroll Date | Drop Date | Gr | No ADA | Units Attemp |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 560-89-6664 | SAMMARTANO MELISSA A | 6002 | MUSIC 081 | SCV JUNIOR ORCHESTRA | 02-03-95 | | | Y | 1.0 |
| 2 | 560-89-6672 | SAMMARTANO LEANNE T | 6002 | MUSIC 081 | SCV JUNIOR ORCHESTRA | 02-03-95 | | | Y | 1.0 |
| 3 | 567-67-0155 | GUILLEN LORENA I | 6002 | MUSIC 081 | SCV JUNIOR ORCHESTRA | 01-25-95 | | | Y | 1.0 |
| 4 | 417-44-1796 | SELLERS EDWARD JERRY SR | 6036 | MUSIC 151 | JAZZ IMPROVISATION | 01-24-95 | | | Y | 1.0 |
| 5 | 539-70-2014 | HOLT ROBIN | 6036 | MUSIC 151 | JAZZ IMPROVISATION | 01-19-95 | | AU | Y | 1.0 |
| 6 | 557-79-8617 | RITNER LISA MICHELLE | 6036 | MUSIC 151 | JAZZ IMPROVISATION | 12-07-94 | | | Y | 1.0 |
| 7 | 558-06-8530 | BARRETT JERRY LEE | 6036 | MUSIC 151 | JAZZ IMPROVISATION | 01-24-95 | | | Y | 1.0 |
| 8 | 569-88-0981 | COBB DANNY ALLEN | 6036 | MUSIC 151 | JAZZ IMPROVISATION | 01-24-95 | | | Y | 1.0 |
| 9 | 610-28-3313 | MORENO DAVID ZAVALA | 6036 | MUSIC 151 | JAZZ IMPROVISATION | 11-28-94 | | | Y | 1.0 |
| 10 | 558-06-8530 | BARRETT JERRY LEE | 6038 | MUSIC 153 | STAGE BAND | 01-24-95 | | | Y | 1.0 |
| 11 | 569-88-0981 | COBB DANNY ALLEN | 6038 | MUSIC 153 | STAGE BAND | 01-24-95 | | | Y | 1.0 |
| 12 | 570-87-2835 | SMITH DARRIN ALLEN | 6038 | MUSIC 153 | STAGE BAND | 01-19-95 | | | Y | 1.0 |
| 13 | 561-92-5742 | CAPONETTO JUNE ALICE | 6042 | MUSIC 175 | FESTIVAL CHOIR | 12-14-94 | | | Y | 1.0 |
| 14 | 022-20-1124 | MILES DOROTHEA M | 7010 | P E 117 | SWIMMING ACTIVITIES | 12-14-94 | | | Y | 1.0 |
| 15 | 482-24-4454 | WIRT EVELYN LILA | 7010 | P E 117 | SWIMMING ACTIVITIES | 11-28-94 | | | Y | 1.0 |
| 16 | 538-26-8934 | GRONFEIN CAROL C | 7010 | P E 117 | SWIMMING ACTIVITIES | 01-25-95 | | | Y | 1.0 |
| 17 | 565-36-2012 | HAYNIE DENISE E | 7012 | P E 117 | SWIMMING ACTIVITIES | 01-31-95 | | | Y | 1.0 |
| 18 | 573-76-4526 | HENRICKSON JOAN M | 7014 | P E 117 | SWIMMING ACTIVITIES | 01-19-95 | | | Y | 1.0 |
| 19 | 443-58-8120 | VANDERMEER RONALD | 7030 | P E 149 | BASKETBALL | 01-25-95 | | | Y | 1.0 |
| 20 | 545-33-7487 | BARRINGER JUDITH E | 7030 | P E 149 | BASKETBALL | 11-28-94 | | | Y | 1.0 |
| 21 | 551-93-6377 | HARROLD COREY M | 7030 | P E 149 | BASKETBALL | 02-13-95 | | | Y | 1.0 |
| 22 | 204-24-1722 | SOFFA CONSTANCE MAY | 7052A | P E 167 | INTERMEDIATE SWIMMING | 12-08-94 | | | Y | 1.0 |
| 23 | 571-57-7083 | SAMSAMI FOAD | 7055 | P E 169 | INTERMEDIATE VOLLEYBALL | 11-22-94 | | | Y | 1.0 |
| 24 | 556-85-0064 | DELIM ALLAN RAY | 7070 | P E 180 | ADVANCED VOLLEYBALL | 01-30-95 | | | Y | 1.0 |
| 25 | 571-57-7083 | SAMSAMI FOAD | 7070 | P E 180 | ADVANCED VOLLEYBALL | 11-22-94 | | | Y | 1.0 |
| | | | | | | | | | | 25.0 |

- Music 9x 181
Music 9x 2/80

ENTER 80

25

F10

ENTER



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02/17/95 SPRING 1995 SBLOCK: Stu Repeating Prior A, B, C or CR sreg03

| Cnt | Student ID | Name | Class Code | Enroll Date | Drop Date | Gr | Course ID | CAT# | Term Id | CATID# | Gr | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 567-63-6059 | YAMAMOTO JEREMY MASAO | 0502 | 02-08-95 | 02-15-95 | W | ADMJUS 101 | 005101 00 | 94-1 | 005101.00 | B | |
| 2 | 571-77-0452 | ALVAREZ THERESA | 0502 | 11-21-94 | 02-14-95 | W | ADMJUS 101 | 005101 00 | 93-3 | 005101.00 | C | |
| 3 | 567-63-6059 | YAMAMOTO JEREMY MASAO | 0514 | 02-08-95 | 02-15-95 | W | ADMJUS 145 | 005145 00 | 94-1 | 005145.00 | B | |
| 4 | 567-63-6059 | YAMAMOTO JEREMY MASAO | 0518 | 02-08-95 | 02-15-95 | W | ADMJUS 165 | 005165 00 | 94-1 | 005165.00 | B | |
| 5 | 440-88-5556 | MENDENHALL CHRISTOPHER | 0615A | 12-02-94 | 02-08-95 | W | ART 124B | 006124 05 | 94-3 | 006124.05 | B | |
| 6 | 554-85-1472 | MURRAY CATHERINE MICHEL | 0666 | 02-06-95 | | | ART 237 | 006237 50 | 94-1 | 006237.50 | A | W → A all |
| 7 | 481-76-4579 | KELLEY RONDA A | 0670 | 02-09-95 | | | ART 244 | 006244 00 | 94-1 | 006244.00 | C | |
| 8 | 562-67-6519 | COLLINS RYAN JOSEPH | 1433 | 11-29-94 | | | BUS 123 | 014123 00 | 93-3 | 014123.00 | B | |
| 9 | 562-67-0421 | COLLINS JASON | 1433 | 11-29-94 | | | BUS 123 | 014123 00 | 93-3 | 014123.00 | B | |
| 10 | 459-49-1865 | HYDER RAZI UDDIN | 1456 | 01-23-95 | | | BUS 153 | 014153 00 | 93-1 | 014153.00 | C | |
| 11 | 557-57-0894 | CRUM KEVIN R | 1459 | 11-29-94 | | | BUS 153 | 014153 00 | 93-1 | 014153.00 | B | |
| 12 | 252-64-2529 | OLSEN DEBRA LYNN | 1465 | 12-15-94 | | | BUS 165 | 014165 00 | 94-3 | 014165.00 | C | |
| 13 | 253-64-6059 | CLOUD JAMES E | 1466 | 12-15-94 | | | BUS 175 | 014175 00 | 91-3 | 014175.00 | B | |
| 14 | 561-27-4332 | BLANCHARD HOWARD ALLEN | 1814 | 02-15-95 | | | CHLDEV 116 | 018116 00 | 94-3 | 018116.00 | A | |
| 15 | 560-73-2002 | WEED SHAWNA MARIE | 1832 | 11-29-94 | 02-01-95 | W | CHLDEV 175 | 018175 00 | 94-3 | 018175.00 | A | |
| 16 | 204-36-8250 | BOATNER NANCY LOU | 1837 | 02-17-95 | | | CHLDEV 225 | 018225 00 | 94-1 | 018225.00 | A | |
| 17 | 204-36-8250 | BOATNER NANCY LOU | 1837 | 02-17-95 | | | CHLDEV 225 | 018225 00 | 94-3 | 018225.00 | A | |
| 18 | 546-31-7489 | NOCERINO ANITA LORINE | 1837 | 01-17-95 | | | CHLDEV 225 | 018225 00 | 94-3 | 018225.00 | A | |
| 19 | 546-92-6281 | FREDERICK MONICA JEAN | 1837 | 01-17-95 | | | CHLDEV 225 | 018225 00 | 94-3 | 018225.00 | A | |
| 20 | 546-92-6281 | FREDERICK MONICA JEAN | 1837 | 01-17-95 | | | CHLDEV 225 | 018225 00 | 94-1 | 018225.00 | A | |
| 21 | 546-69-3979 | ELKINS BRIAN JOHN | 2106 | 11-23-94 | | | COMPSC 101 | 021101 00 | 91-3 | 021101.00 | C | |
| 22 | 568-99-6797 | FIGUEROA ROBERT JOHN | 2106 | 02-09-95 | | | COMPSC 101 | 021101 00 | 93-3 | 021101.00 | C | |
| 23 | 548-73-6889 | HUGHES MARY RUTH | 2310A | 12-08-94 | | | DANCE 111 | 023111 00 | 94-3 | 023111.00 | A | |
| 24 | 552-79-5754 | SAGO BRANDY LYNN | 2310A | 12-05-94 | | | DANCE 111 | 023111 00 | 94-3 | 023111.00 | A | |
| 25 | 561-88-4460 | RIVINS MAUREENA E | 2310A | 12-01-94 | | | DANCE 111 | 023111 00 | 94-3 | 023111.00 | A | |
| 26 | 314-42-3838 | LETH SILVIA | 2310B | 02-08-95 | | | DANCE 141 | 023141 00 | 93-1 | 023141.00 | A | |
| 27 | 314-42-3838 | LETH SILVIA | 2310B | 02-08-95 | | | DANCE 141 | 023141 00 | 93-3 | 023141.00 | C | |
| 28 | 550-91-8051 | BOTELLO AMY NOEL | 2310B | 12-05-94 | | | DANCE 141 | 023141 00 | 94-3 | 023141.00 | B | |
| 29 | 569-97-9219 | REYATT KAMALJEET KAUR | 2312A | 12-07-94 | | | DANCE 111 | 023111 00 | 94-3 | 023111.00 | A | |
| 30 | 618-01-8553 | GUNNARSON AMY LYNN | 2312A | 12-07-94 | | | DANCE 111 | 023111 00 | 94-3 | 023111.00 | A | |
| 31 | 612-20-2954 | CASTILLO WALTER | 2808 | 01-17-95 | | | CMPELC 160 | 028160 00 | 94-1 | 028160.00 | A | |
| 32 | 559-48-1794 | CHUTUK JUDY LEE | 3010 | 11-22-94 | | | ENGL 034 | 030034 00 | 94-1 | 030034.00 | CR | |
| 33 | 603-20-7681 | DARDON EMY ESPERAZA | 3036 | 02-02-95 | | | ENGL 090 | 030090 00 | 94-3 | 030090.00 | CR | |
| 34 | 573-65-6002 | HIRIGOYEN WILLIAM KENDA | 3052 | 11-23-94 | | | ENGL 090 | 030090 00 | 93-1 | 030090.00 | CR | |
| 35 | 562-95-4123 | SUGIMOTO KAZUYUKI | 3094 | 01-25-95 | | | ESL 070 | 031070 00 | 94-3 | 031070.00 | CR | |
| 36 | 565-75-3162 | JONES HAROLD SEAN | 3204 | 01-17-95 | | | ENVRMT 102 | 032102 00 | 94-1 | 032102.00 | C | |
| 37 | 568-25-2282 | ROGGE JULIANNE KATHLEEN | 3902 | 01-25-95 | | | GEOG 101 | 039101 00 | 92-3 | 039101.00 | B | |
| 38 | 548-85-5751 | FLORES MICHAEL | 4406 | 02-14-95 | | | HEALTH 151 | 044151 00 | 91-1 | 044151.00 | B | |
| 39 | 549-79-9711 | HERMAN BOBBI YVETTE | 4408 | 12-08-94 | | | HEALTH 249 | 044249 00 | 93-1 | 044249.00 | B | |
| 40 | 608-18-9075 | VALDEZ THERESA ANN | 4836 | 11-23-94 | | | HIST 150 | 048150 00 | 93-3 | 048150.00 | C | |
| 41 | 571-79-2136 | HANAGAMI VERNON YASUO | 4843 | 01-17-95 | | | HIST 150 | 048150 00 | 90-3 | 048150.00 | C | |
| 42 | 569-31-7630 | LANGSTON GAYANN | 5114 | 01-17-95 | | | JOURN 110 | 051110 00 | 94-1 | 051110.00 | B | |
| 43 | 561-41-9887 | RODRIGUEZ KAREN MICHELL | 5508 | 11-23-94 | | | MATH 025 | 055025 00 | 91-1 | 055025.00 | C | OR |
| 44 | 549-83-1543 | BAKI JOHN GUIRGUIS | 5524 | 02-14-95 | | | MATH 060 | 055060 00 | 94-3 | 055060.00 | CR | |
| 45 | 605-12-8029 | DOE RONALD JR | 5560 | 11-29-94 | | | MATH 102 | 055102 00 | 94-2 | 055102.00 | C | |
| 46 | 552-35-5314 | CUMMINGS SUZANNE LYNN | 5590 | 11-28-94 | | | MATH 212 | 055212 00 | 92-3 | 055212.00 | C | |
| 47 | 605-18-4123 | MESA JASON MICHAEL | 6004 | 11-30-94 | | | MUSIC 100 | 060100 00 | 93-3 | 060100.00 | B | |
| 48 | 546-35-9468 | RIVLIN ERIN RENEE | 6026 | 01-11-95 | | | MUSIC 140 | 060140 00 | 92-1 | 060140.00 | A | |
| 49 | 546-35-9468 | RIVLIN ERIN RENEE | 6026 | 01-11-95 | | | MUSIC 140 | 060140 00 | 92-3 | 060140.00 | A | |
| 50 | 561-92-5742 | CAPONETTO JUNE ALICE | 6026 | 12-14-94 | | | MUSIC 140 | 060140 00 | 94-1 | 060140.00 | A | |



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| Cnt | Student ID | Name | Class Code | Enroll Date | Drop Date | Gr | Course ID | CAT# | Term Id | CATID# | Gr |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 51 | 562-77-2263 | BRAINWAITE NESHIA SENDI | 6026 | 12-08-94 | | | MUSIC 140 | 060140 00 | 94-3 | 060140.00 | A |
| 52 | 564-57-4796 | STARK MARLA LYNN | 6026 | 12-08-94 | | | MUSIC 140 | 060140 00 | 92-3 | 060140.00 | A |
| 53 | 564-57-4796 | STARK MARLA LYNN | 6026 | 12-08-94 | | | MUSIC 140 | 060140 00 | 94-1 | 060140.00 | A |
| 54 | 565-28-5939 | WOOD CHARLES MELVILLE | 6026 | 12-13-94 | | | MUSIC 140 | 060140 00 | 91-3 | 060140.00 | A |
| 55 | 565-28-5939 | WOOD CHARLES MELVILLE | 6026 | 12-13-94 | | | MUSIC 140 | 060140 00 | 92-1 | 060140.00 | A |
| 56 | 565-28-5939 | WOOD CHARLES MELVILLE | 6026 | 12-13-94 | | | MUSIC 140 | 060140 00 | 94-1 | 060140.00 | A |
| 57 | 565-28-5939 | WOOD CHARLES MELVILLE | 6026 | 12-13-94 | | | MUSIC 140 | 060140 00 | 94-3 | 060140.00 | A |
| 58 | 565-99-9848 | FERRA LOCSI | 6026 | 12-08-94 | | | MUSIC 140 | 060140 00 | 94-3 | 060140.00 | A |
| 59 | 569-57-0148 | HORSE ALLISON ERIN | 6822 | 01-27-95 | | | PERDEV 101 | 068101 00 | 93-3 | 068101.00 | A |
| 60 | 556-53-5337 | FARRELL JENNIFER LEE | 7002 | 11-23-94 | | | P E 100 | 070100 00 | 93-1 | 070100.00 | B |
| 61 | 546-56-1154 | MRANTZ JOSEPH A | 7048 | 12-08-94 | | | P E 166 | 070166 10 | 94-3 | 070166.10 | C |
| 62 | 557-82-0167 | CAMPLIN JUDY | 7048 | 02-16-95 | | | P E 166 | 070166 10 | 93-3 | 070166.10 | A |
| 63 | 570-23-9006 | FROST STEPHEN REED | 7048 | 12-05-94 | 02-16-95 | W | P E 166 | 070166 10 | 93-3 | 070166.10 | A |
| 64 | 621-09-8839 | SHAFFER RYAN JOESPH | 7048 | 02-02-95 | | | P E 166 | 070166 10 | 94-1 | 070166.10 | A |
| 65 | 621-09-8839 | SHAFFER RYAN JOESPH | 7048 | 02-02-95 | | | P E 166 | 070166 10 | 93-3 | 070166.10 | A |
| 66 | 473-56-4386 | TROESCH CONNIE MARGARET | 7050A | 01-18-95 | | | P E 167 | 070167 00 | 94-3 | 070167.00 | A |
| 67 | 569-96-0308 | MATTES MICHAEL ALAN | 7050A | 12-15-94 | | | P E 167 | 070167 00 | 94-3 | 070167.00 | A |
| 68 | 569-96-0308 | MATTES MICHAEL ALAN | 7050A | 12-15-94 | | | P E 167 | 070167 00 | 94-1 | 070167.00 | A |
| 69 | 034-22-2763 | VARNER PAULINE L | 7052A | 12-15-94 | | | P E 167 | 070167 00 | 92-1 | 070167.00 | A |
| 70 | 034-22-2763 | VARNER PAULINE L | 7052A | 12-15-94 | | | P E 167 | 070167 00 | 92-3 | 070167.00 | A |
| 71 | 204-24-1722 | SOFFA CONSTANCE MAY | 7052A | 12-08-94 | | | P E 167 | 070167 00 | 91-3 | 070167.00 | A |
| 72 | 204-24-1722 | SOFFA CONSTANCE MAY | 7052A | 12-08-94 | | | P E 167 | 070167 00 | 91-1 | 070167.00 | A |
| 73 | 204-24-1722 | SOFFA CONSTANCE MAY | 7052A | 12-08-94 | | | P E 167 | 070167 00 | 90-3 | 070167.00 | CR |
| 74 | 204-24-1722 | SOFFA CONSTANCE MAY | 7052A | 12-08-94 | | | P E 167 | 070167 00 | 94-3 | 070167.00 | A |
| 75 | 204-24-1722 | SOFFA CONSTANCE MAY | 7052A | 12-08-94 | | | P E 167 | 070167 00 | 94-1 | 070167.00 | A |
| 76 | 204-24-1722 | SOFFA CONSTANCE MAY | 7052A | 12-08-94 | | | P E 167 | 070167 00 | 93-3 | 070167.00 | A |
| 77 | 204-24-1722 | SOFFA CONSTANCE MAY | 7052A | 12-08-94 | | | P E 167 | 070167 00 | 93-1 | 070167.00 | A |
| 78 | 204-24-1722 | SOFFA CONSTANCE MAY | 7052A | 12-08-94 | | | P E 167 | 070167 00 | 92-3 | 070167.00 | B |
| 79 | 204-24-1722 | SOFFA CONSTANCE MAY | 7052A | 12-08-94 | | | P E 167 | 070167 00 | 92-1 | 070167.00 | A |
| 80 | 227-82-1155 | FRIEDMAN TRACEY PAUL | 7052A | 12-12-94 | | | P E 167 | 070167 00 | 94-3 | 070167.00 | A |
| 81 | 316-32-1761 | MOREY ROSELLA MARIE | 7052A | 01-26-95 | | | P E 167 | 070167 00 | 91-1 | 070167.00 | A |
| 82 | 316-32-1761 | MOREY ROSELLA MARIE | 7052A | 01-26-95 | | | P E 167 | 070167 00 | 92-3 | 070167.00 | A |
| 83 | 565-28-5939 | WOOD CHARLES MELVILLE | 7052A | 12-13-94 | | | P E 167 | 070167 00 | 91-1 | 070167.00 | A |
| 84 | 565-28-5939 | WOOD CHARLES MELVILLE | 7052A | 12-13-94 | | | P E 167 | 070167 00 | 90-3 | 070167.00 | A |
| 85 | 565-28-5939 | WOOD CHARLES MELVILLE | 7052A | 12-13-94 | | | P E 167 | 070167 00 | 91-3 | 070167.00 | A |
| 86 | 565-28-5939 | WOOD CHARLES MELVILLE | 7052A | 12-13-94 | | | P E 167 | 070167 00 | 92-3 | 070167.00 | A |
| 87 | 565-28-5939 | WOOD CHARLES MELVILLE | 7052A | 12-13-94 | | | P E 167 | 070167 00 | 92-1 | 070167.00 | A |
| 88 | 550-79-3045 | GROLLER SCOTT KEVIN | 7208A | 11-28-94 | | | PHOTO 170 | 072170 00 | 94-3 | 072170.00 | B |
| 89 | 550-91-8051 | ROTELLO AMY NOEL | 7208A | 12-05-94 | | | PHOTO 170 | 072170 00 | 94-3 | 072170.00 | A |
| 90 | 553-97-1540 | DAY RICHARD SEVERNS | 7208A | 11-22-94 | 02-15-95 | W | PHOTO 170 | 072170 00 | 94-1 | 072170.00 | C |
| 91 | 561-25-9886 | FREEDMAN JONATHAN PAUL | 7208A | 01-31-95 | | | PHOTO 170 | 072170 00 | 94-3 | 072170.00 | B |
| 92 | 553-23-9303 | RAZSADIN ANDREI | 7626 | 02-14-95 | | | POLISC 150 | 076150 00 | 92-1 | 076150.00 | B |
| 93 | 550-75-3298 | SALAZAR JORGE | 8001 | 01-19-95 | | | PSYCH 101 | 080101 00 | 93-3 | 080101.00 | C |
| 94 | 605-56-8306 | ZERMENO JUAN MANUEL | 8012 | 12-07-94 | | | PSYCH 101 | 080101 00 | 93-1 | 080101.00 | C |
| 95 | 620-16-0785 | MARCH ERIN CHARLENE | 8012 | 11-29-94 | | | PSYCH 101 | 080101 00 | 93-3 | 080101.00 | C |
| 96 | 625-09-9417 | GUERRERO CHRISTIAN GONZ | 8708 | 12-05-94 | | | SOC 101 | 087101 00 | 93-3 | 087101.00 | C |
| 97 | 566-93-6727 | MILLER TRACY LOUISE | 8714 | 12-01-94 | | | SOC 103 | 087103 00 | 94-1 | 087103.00 | B |
| 98 | 370-28-3892 | GARLAND RUSSELL OWEN | 9605A | 12-12-94 | | | WELD 100 | 096100 00 | 94-3 | 096100.00 | A |
| 99 | 041-48-1494 | VANALMELO THOMAS JON | 9605B | 12-14-94 | | | WELD 101 | 096101 00 | 94-3 | 096101.00 | A |
| 100 | 329-52-7814 | VONSTOWVER DAVID WAYNE | 9605B | 12-14-94 | | | WELD 101 | 096101 00 | 94-3 | 096101.00 | B |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 101 | 545-15-2036 | AUSTIN DAVID GLEN | 9605B | 12-12-94 | | | WELD | 101 | 096101 00 | 94-3 | 096101.00 | A |
| 102 | 545-15-2036 | AUSTIN DAVID GLEN | 9605B | 12-12-94 | | | WELD | 101 | 096101 00 | 94-1 | 096101.00 | A |
| 103 | 566-76-3824 | ELLIS LARRY PAUL | 9605B | 12-06-94 | | | WELD | 101 | 096101 00 | 94-3 | 096101.00 | C |
| 104 | 568-35-8745 | HAGBERG DAVID VINCENT | 9605B | 12-12-94 | | | WELD | 101 | 096101 00 | 94-1 | 096101.00 | A |
| 105 | 568-35-8745 | HAGBERG DAVID VINCENT | 9605B | 12-12-94 | | | WELD | 101 | 096101 00 | 94-3 | 096101.00 | A |
| 106 | 605-56-8324 | RODRIGUEZ CARLOS MARIO | 9605B | 12-12-94 | | | WELD | 101 | 096101 00 | 94-3 | 096101.00 | A |